WEBINAR: August 15, 2012 ; 7:00 p.m. EST

Relocation 101

Defense Installation Messaging System (DIMS) Introduction and Refresher

Presenter: Pamela Cunningham,
Relocation Program Manager,
DOD

Military OneSource

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The Relocation 101 DIMS Refresher
MilitaryINSTALLATIONS DIMS Processes and Resources

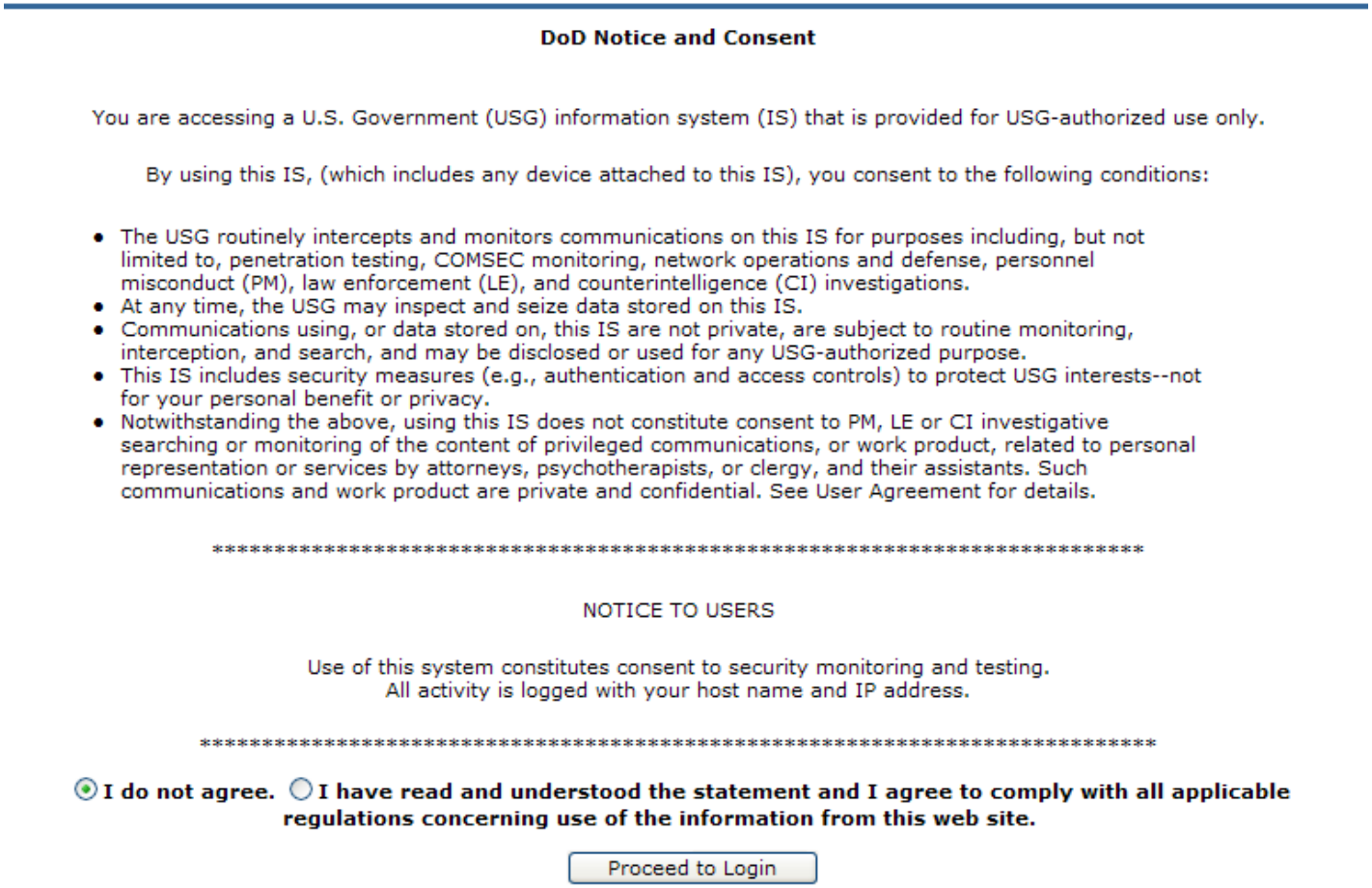
This session will explore education and development aspects of the following areas:

- DIMS registration, login, and contact information updates
- oLearn modules
- MilitaryINSTALLATIONS (MI) resources, manuals, and guides
- Creation of messages and updates to information
- Content editing
- Photo additions and attachments
- Certification
- Reports

Login and Registration for DIMS Access

- Certificate registration procedures
- Technical assistance - DIMS and eSponsorship Application and Training (eSAT)
- DIMS user profile contact information changes
- Relocation Assistance Program (RAP) Service Representative contacts

Login and Registration for DIMS Access



DoD Notice and Consent

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS, (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

****

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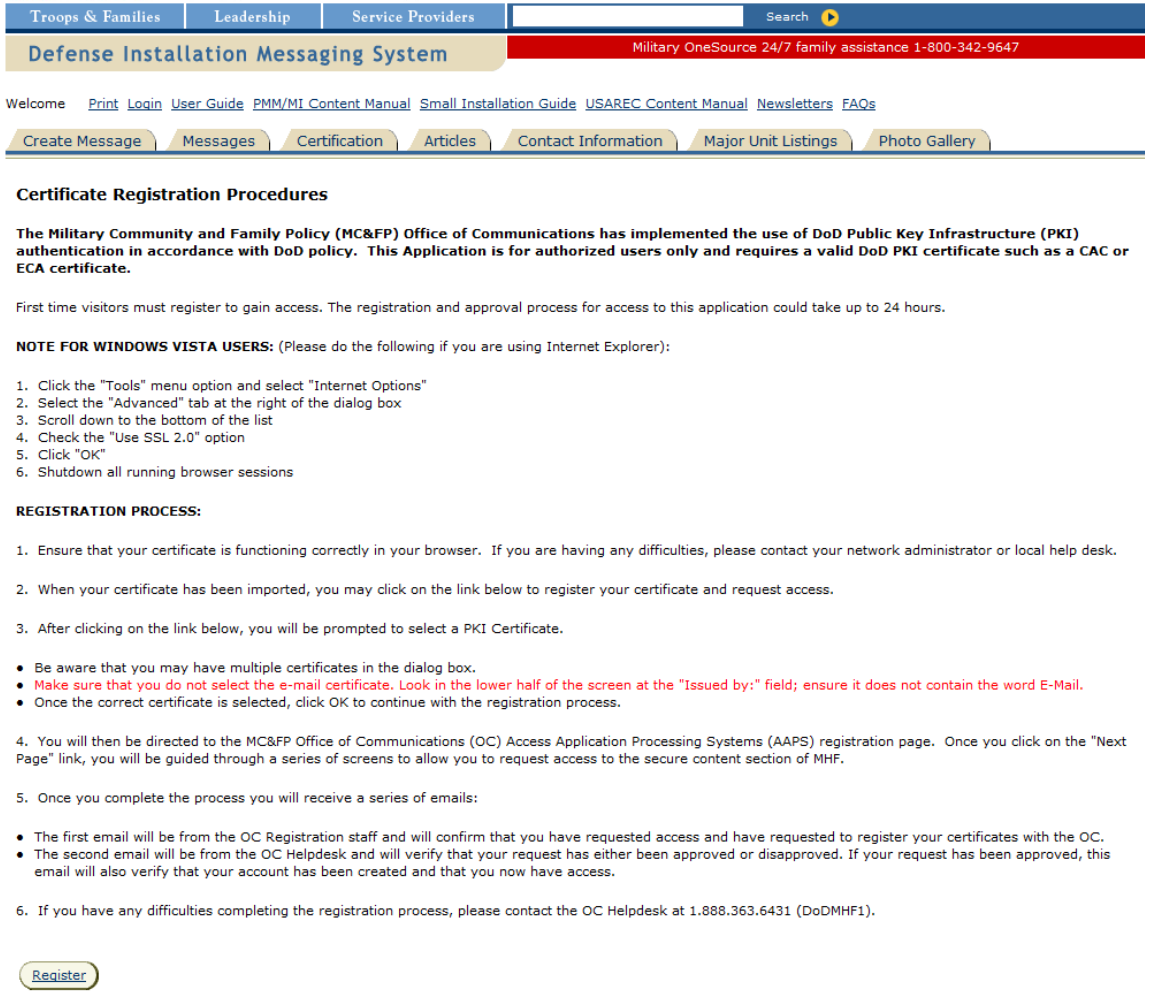
****

I do not agree. **I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this web site.**

Proceed to Login

Certificate Registration Procedures



Troops & Families | Leadership | Service Providers | Search

Defense Installation Messaging System

Military OneSource 24/7 family assistance 1-800-342-9647

Welcome Print Login User Guide PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs

Create Message | Messages | Certification | Articles | Contact Information | Major Unit Listings | Photo Gallery

Certificate Registration Procedures

The Military Community and Family Policy (MC&FP) Office of Communications has implemented the use of DoD Public Key Infrastructure (PKI) authentication in accordance with DoD policy. This Application is for authorized users only and requires a valid DoD PKI certificate such as a CAC or ECA certificate.

First time visitors must register to gain access. The registration and approval process for access to this application could take up to 24 hours.

NOTE FOR WINDOWS VISTA USERS: (Please do the following if you are using Internet Explorer):

1. Click the "Tools" menu option and select "Internet Options"
2. Select the "Advanced" tab at the right of the dialog box
3. Scroll down to the bottom of the list
4. Check the "Use SSL 2.0" option
5. Click "OK"
6. Shutdown all running browser sessions

REGISTRATION PROCESS:

1. Ensure that your certificate is functioning correctly in your browser. If you are having any difficulties, please contact your network administrator or local help desk.

2. When your certificate has been imported, you may click on the link below to register your certificate and request access.

3. After clicking on the link below, you will be prompted to select a PKI Certificate.

- Be aware that you may have multiple certificates in the dialog box.
- Make sure that you do not select the e-mail certificate. Look in the lower half of the screen at the "Issued by:" field; ensure it does not contain the word E-Mail.
- Once the correct certificate is selected, click OK to continue with the registration process.

4. You will then be directed to the MC&FP Office of Communications (OC) Access Application Processing Systems (AAPS) registration page. Once you click on the "Next Page" link, you will be guided through a series of screens to allow you to request access to the secure content section of MHF.

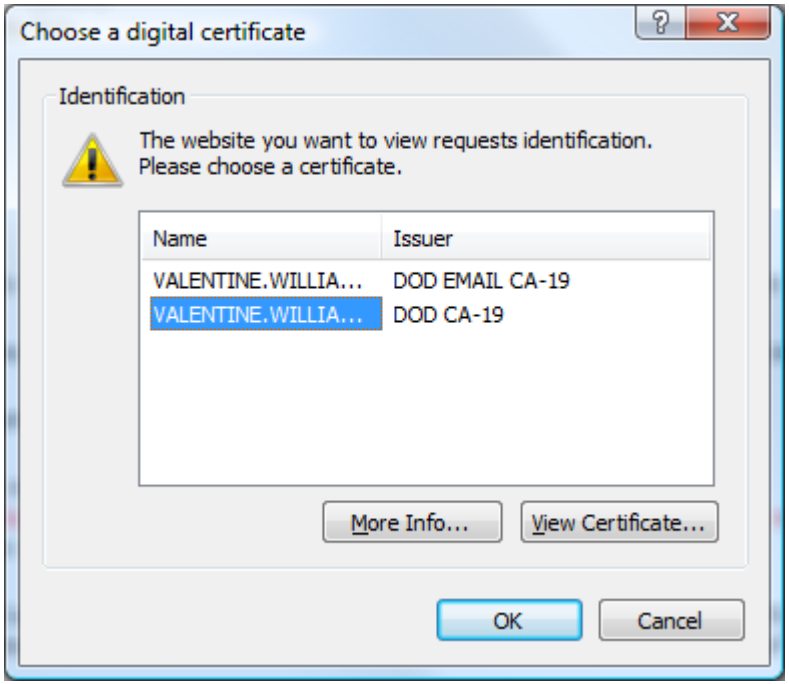
5. Once you complete the process you will receive a series of emails:

- The first email will be from the OC Registration staff and will confirm that you have requested access and have requested to register your certificates with the OC.
- The second email will be from the OC Helpdesk and will verify that your request has either been approved or disapproved. If your request has been approved, this email will also verify that your account has been created and that you now have access.

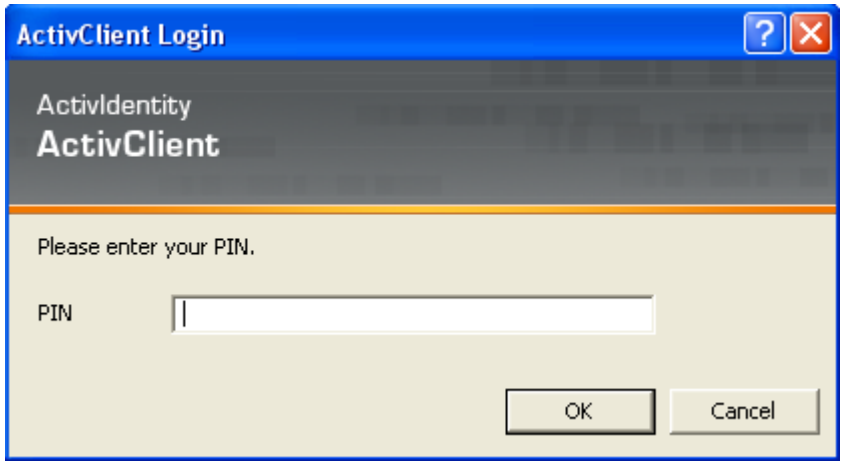
6. If you have any difficulties completing the registration process, please contact the OC Helpdesk at 1.888.363.6431 (DoDMHF1).

Register

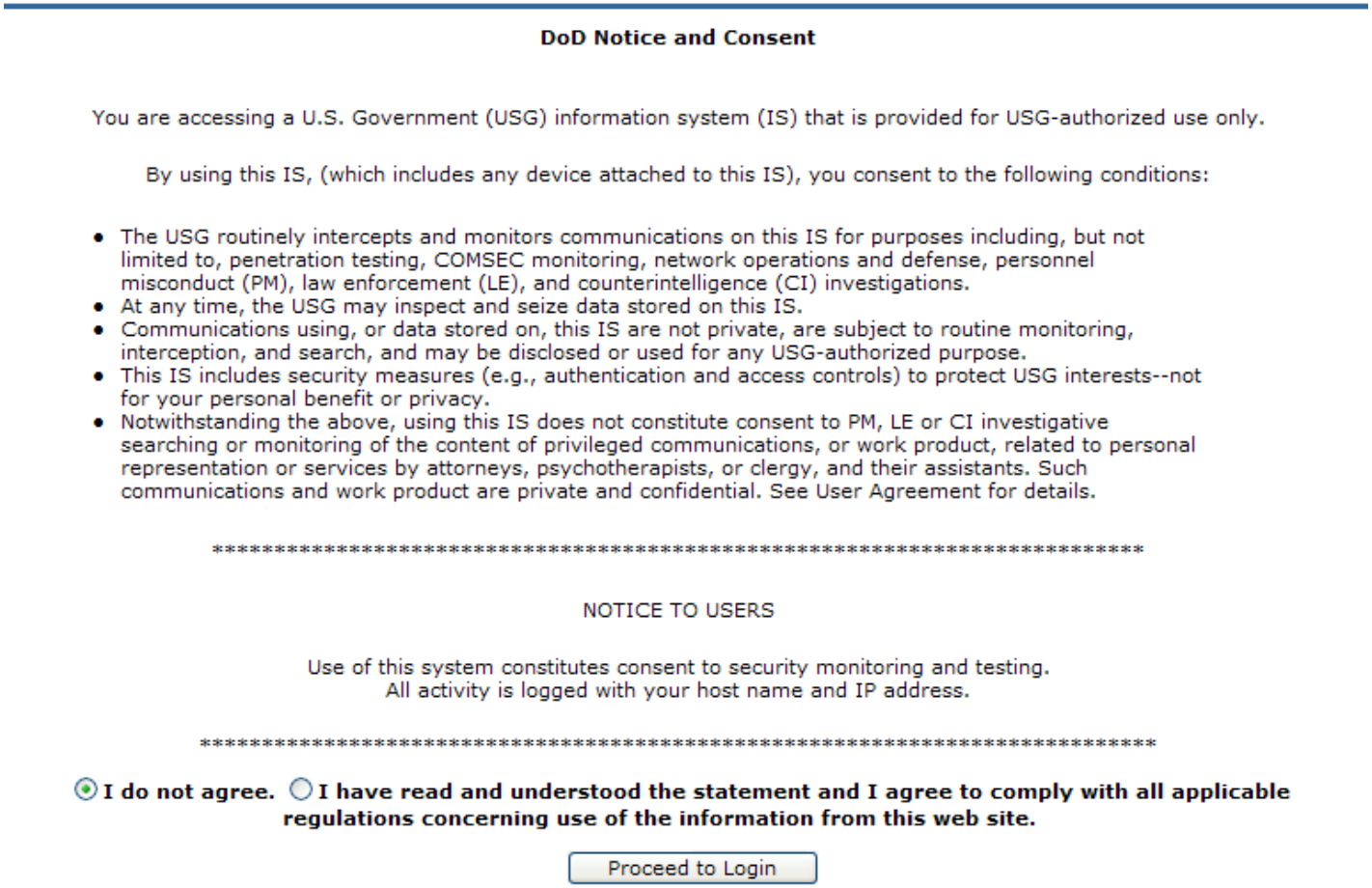
Digital Certificates



ActivClient Login



DoD Notice and Consent



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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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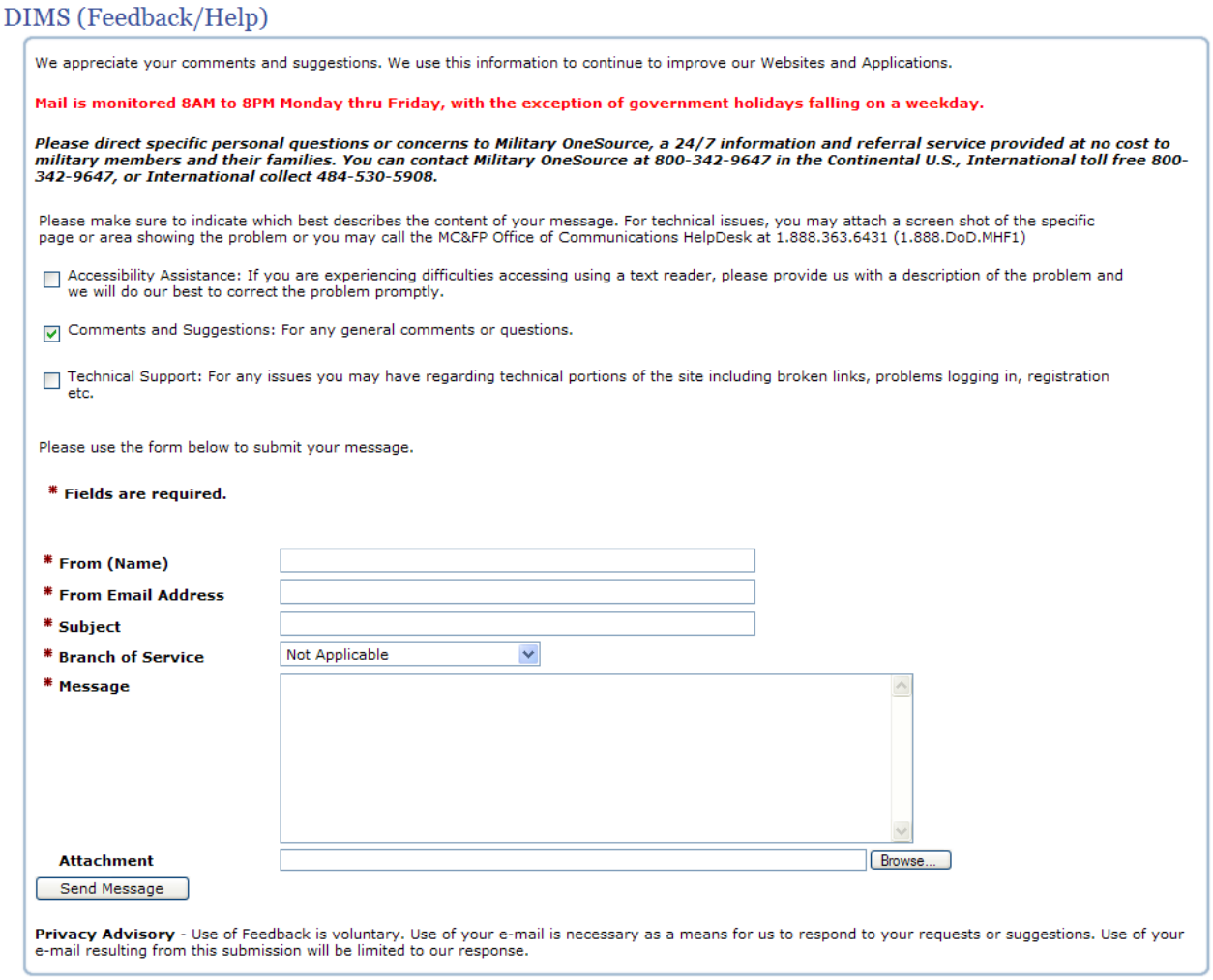
Proceed to Login

DIMS Homepage

Contact Us (Technical Assistance Only)



DIMS (Feedback/Help)

We appreciate your comments and suggestions. We use this information to continue to improve our Websites and Applications.

Mail is monitored 8AM to 8PM Monday thru Friday, with the exception of government holidays falling on a weekday.

Please direct specific personal questions or concerns to Military OneSource, a 24/7 information and referral service provided at no cost to military members and their families. You can contact Military OneSource at 800-342-9647 in the Continental U.S., International toll free 800-342-9647, or International collect 484-530-5908.

Please make sure to indicate which best describes the content of your message. For technical issues, you may attach a screen shot of the specific page or area showing the problem or you may call the MC&FP Office of Communications HelpDesk at 1.888.363.6431 (1.888.DoD.MHF1)

☐ Accessibility Assistance: If you are experiencing difficulties accessing using a text reader, please provide us with a description of the problem and we will do our best to correct the problem promptly.

☑ Comments and Suggestions: For any general comments or questions.

☐ Technical Support: For any issues you may have regarding technical portions of the site including broken links, problems logging in, registration etc.

Please use the form below to submit your message.

* **Fields are required.**

* **From (Name)**

* **From Email Address**

* **Subject**

* **Branch of Service** Not Applicable

* **Message**

Attachment Browse...

Send Message

Privacy Advisory - Use of Feedback is voluntary. Use of your e-mail is necessary as a means for us to respond to your requests or suggestions. Use of your e-mail resulting from this submission will be limited to our response.

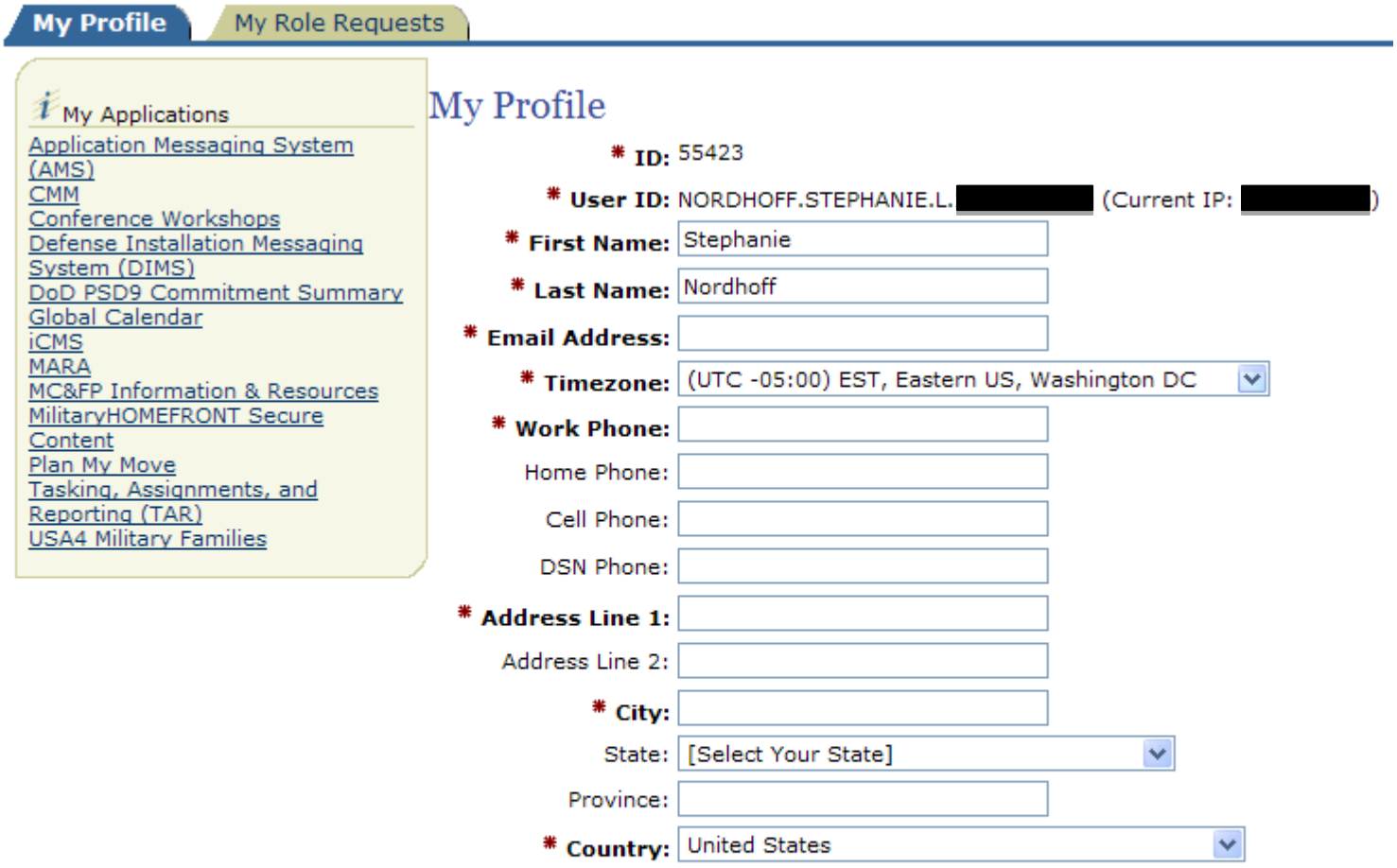
Military Community and Family Policy Portal: http://apps.mhf.dod.mil

Military Community & Family Policy
Office of Military Community Outreach
http://apps.mhf.dod.mil
Welcome! This portal provides quick access to MC&FP websites, publications and staff services.
NOTE: A valid Common Access Card (CAC) or ECA certificate is required to access authenticated MC&FP Office of Military Community Outreach applications and websites. If you require access to a specific application, proceed to that application and select the "First Time User" button to initiate the registration and approval process. If no "First Time User" button exists on the application you require access to, please contact the Helpdesk at 1.888.363.6431 (1.888.DoD.MHF1).
Policy and Procedures
» DoD/ECA Root Certificate Install Procedures
» Fact Sheets
ePublications
Military OneSource eNewsletter
Bimonthly online publication featuring events, initiatives and program work done by the offices within MC&FP to support military personnel and their families.

Staff Applications: Single Sign On (SSO) Account Registration

» OCE Daily Check
» Posting Content on Social Media Sites
» TAR Utilization
» Taxonomy Modifications
Websites
» EFMP Education Directory
» MOS Discussion Boards
» Blog Brigade
» MSEP Jobs
» HOMEFRONTConnections
» MilitaryHOMEFRONT
» MilitaryINSTALLATIONS
» Military OneSource
» Military Youth on the Move
» eSponsorship Training
» Plan My Move
Staff Services
MC&FP Style Guide
This online style guide is for writers and designers developing content for Military Community and Family Policy (MC&FP). The guide is intended to encourage consistency in the look, feel, and tone of content to include content developed for MC&FP websites and applications, onlineLearning modules, print products (such as guides or brochures), social media, and conference materials.
MC&FP Information & Resources Portal
Online resources to include specific DoD and MC&FP information to assist all MC&FP staff - rosters, distribution lists, office locations, global calendar, graphics and administrative tools.
Monthly Activity Report Application (MARA)
Database of monthly statistics for OC websites and applications.
Tasking, Assignments and Reporting (TAR)
Online project management system for development and maintenance of all OC websites and applications.
Staff Applications
» C&Y Demographics Report
» AMS
» CMM
» DIMS
» MyPASS
» NNCMS
» SSO Account Registration
» Taxonomy Maintenance
» ASD
» iCMS
» MHF Secure File Maintenance
» USA4 Military Families (Admin)
» PMM Calendar Administration
» SSO Account Registration (Pre)

DIMS User Profile Contact Information Changes



RAP Service Representatives

- Army -- Terry Rivera
- Marine Corps -- Tracey Reed
- Navy -- Dede O’Rourke
- Air Force -- Theresa Marvin and Carl Buchanan
- Defense Logistics Agency (DLA) -- Rosemary Smith

oLearning

Modules

- DIMS
- MI
- eSAT
- Relocation Assistance Manager’s Job
- How to Conduct Briefings, Workshops, and Trainings
- Performance Management

oLearn: http://apps.mhf.dod.mil/olearn

MilitaryHOMEFRONT | Feedback/Help
Military Community & Family Policy
Online Learning Environment
Because service members, their families, and service providers are located at installations around the world, it is not always possible to provide valuable information on quality of life programs via classroom training. Military Community and Family Policy (MC&FP) now offers online Learning modules that can be accessed anywhere in the world at any time. This learning platform is both convenient and easily accessible through this online Learning portal. The modules will range in scope from general quality of life information to required training for service providers. It is MC&FP's goal to provide information through various communication channels, such as this online Learning environment, in order to respond to the unique needs of the military community.
RELOCATION ASSISTANCE PROGRAM
Moving Made Easy
Relocation »
The Relocation Program assists service and family members with their permanent change of station moves by providing them with resources that contain vital information. These resources include planning calendars, checklists, and links to other valuable tools they will need to access at their departure and destination locations. To keep up-to-date on the newest programs and services available DoD, along with the Services' Headquarters Relocation Teams, have created on-line training that is available here. The training modules address basic functions of the Relocation Professional's job the job including: technology, communication, client services, program management and community resources. Get started now.
USA.gov Government Made Easy
About MC&FP / Privacy & Security / Disclaimer / Plug-Ins
508

Create or Update Your Profile

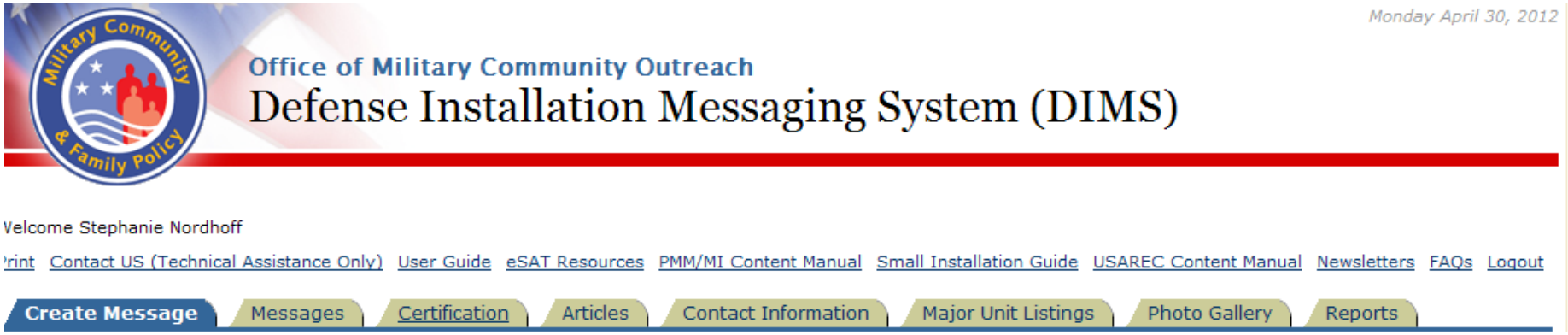
RELOCATION ASSISTANCE PROGRAM
Moving Made Easy
MilitaryHOMEFRONT | Feedback/Help
Relocation Managers Online Learning Basic Course
Welcome » Profile
Create or Update Your Profile
You will need to register to begin your relocation training. To register please completely fill out the Profile information below. When you have completed the form below, select the "Create/Update Registration" button at the bottom of the page to save your changes.
This application will keep your information and recognize you when you logon in the future. If you need to update your profile you may do so at any time. Once you have completed the designated set of training modules you will receive a certificate of completion.
Fields marked with an asterisk * must be completed.
* First Name
Stephanie
* Last Name
Nordhoff
* Service/DoD Agency
United States Navy
* Rank/Rate/GS Grade
CDR
Fill in your Rank or your GS designation.
* Installation
Naval Station Norfolk
* Email Address
Your official .mil email address
Alt Email Address
Personal email address
* Work Phone
DSN Phone
Fax Number
Create/Update Profile
Continue »

oLearn RAP Courses

RELOCATION ASSISTANCE PROGRAM
Moving Made Easy
MilitaryHOMEFRONT | Feedback/Help
Relocation Managers Online Learning Basic Course
Welcome » Profile » Course Status
Welcome Stephanie Nordhoff!
To begin a new module or continue a module, please make a selection from the course titles below. Next to each course title is a "Completion Status". This function will enable you to see which courses you have completed and which ones you have not.
Please select from the following list of Relocation online Learning courses.
COURSE TITLE (click to launch course)
COMPLETION STATUS
Defense Installation Messaging System (DIMS) None
Plan My Move (PMM) None
MilitaryINSTALLATIONS (MI) None
eSponsorship Application & Training (eSAT) None
Performance Management None
How to Conduct Briefings, Workshops & Trainings None
Relocation Assistance Managers Job None
Relocation Resources
» MilitaryINSTALLATIONS
» Plan My Move
» eSponsorship Application & Training
» Money Talk Workshop Kit
» Home Sweet Home Workshop Kit
Military Community & Family Policy provides policy, tools, and resources to further enhance the quality of life of service members and their families. Learn more »

MI Resources

- DIMS User Guide
- Plan My Move (PMM)/MI Content Manual
- Small Installation Guide
- eSAT Resources
- FAQs/Newsletter Archives



DIMS User Guide

- Overview
- Login and registration
- DIMS features
- DIMS reports
- DIMS sessions

PMM/MI Content Manual

- “To do” checklist – getting started
- Screen shot examples
- Content source table – installation-specific vs. standard
- DIMS features
- Report functions
- Topic narratives
  - Guidelines
  - Standard articles
- Contact directory list

Small Installation Guide

- Content instruction overview
- Location overview article guidelines
- Standard articles
- Contacts, major unit listings, and photo guidelines
- Contact directory list

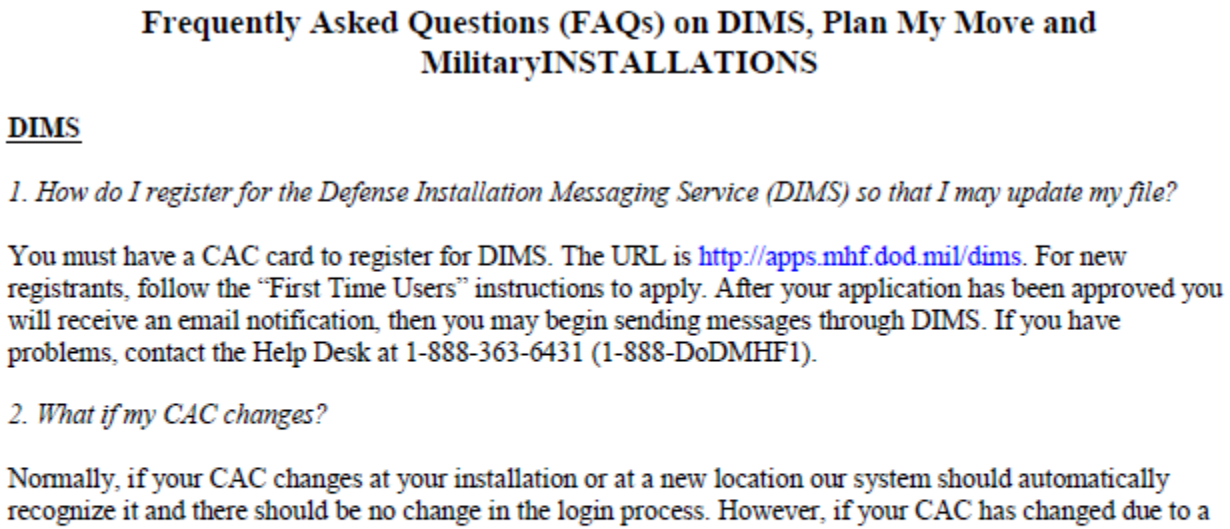
eSAT Resources

- User guide/PPT
- Brochure/flyer
- FAQs
- Quick start (condensed version of user guide)
- eSAT training link

MilitaryHOMEFRONT | Feedback/Help | FAQs
eSponsorship Application & Training
Training Sponsors to Assist Relocating Service Members and Their Families
Welcome
USER GUIDE (PDF)
Welcome to the eSponsorship Application
» Sponsorship Duties Checklist

FAQs

- What if my CAC changes?
- What if I try to attach a file and it doesn't work?
- What should be included in major unit listi



Frequently Asked Questions (FAQs) on DIMS, Plan My Move and MilitaryINSTALLATIONS

DIMS

1. How do I register for the Defense Installation Messaging Service (DIMS) so that I may update my file?

You must have a CAC card to register for DIMS. The URL is http://apps.mhf.dod.mil/dims. For new registrants, follow the "First Time Users" instructions to apply. After your application has been approved you will receive an email notification, then you may begin sending messages through DIMS. If you have problems, contact the Help Desk at 1-888-363-6431 (1-888-DoDMHF1).

2. What if my CAC changes?

Normally, if your CAC changes at your installation or at a new location our system should automatically recognize it and there should be no change in the login process. However, if your CAC has changed due to a

Newsletter Archives

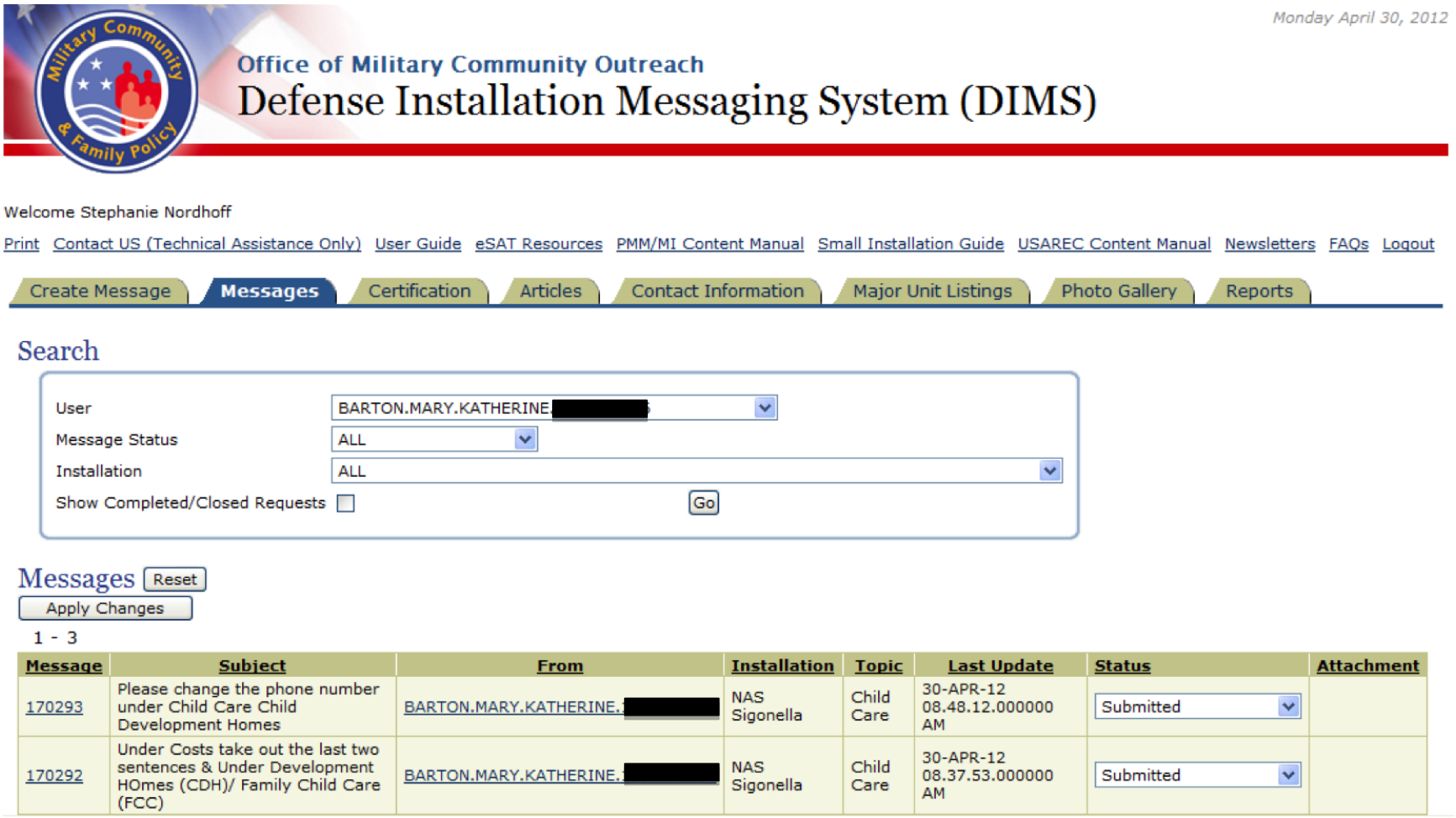
- New monthly Relo eNewslette
  - OSD update
  - DIMS tips and reminders
  - Installation highlight -- best practices
  - MI statistics
  - Featured resources

Creating Messages and Updating Information

- Messages
- Editing
- Articles
- Contacts
- Major unit listings

Creating a DIMS Message

Messages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Office of Military Community Outreach
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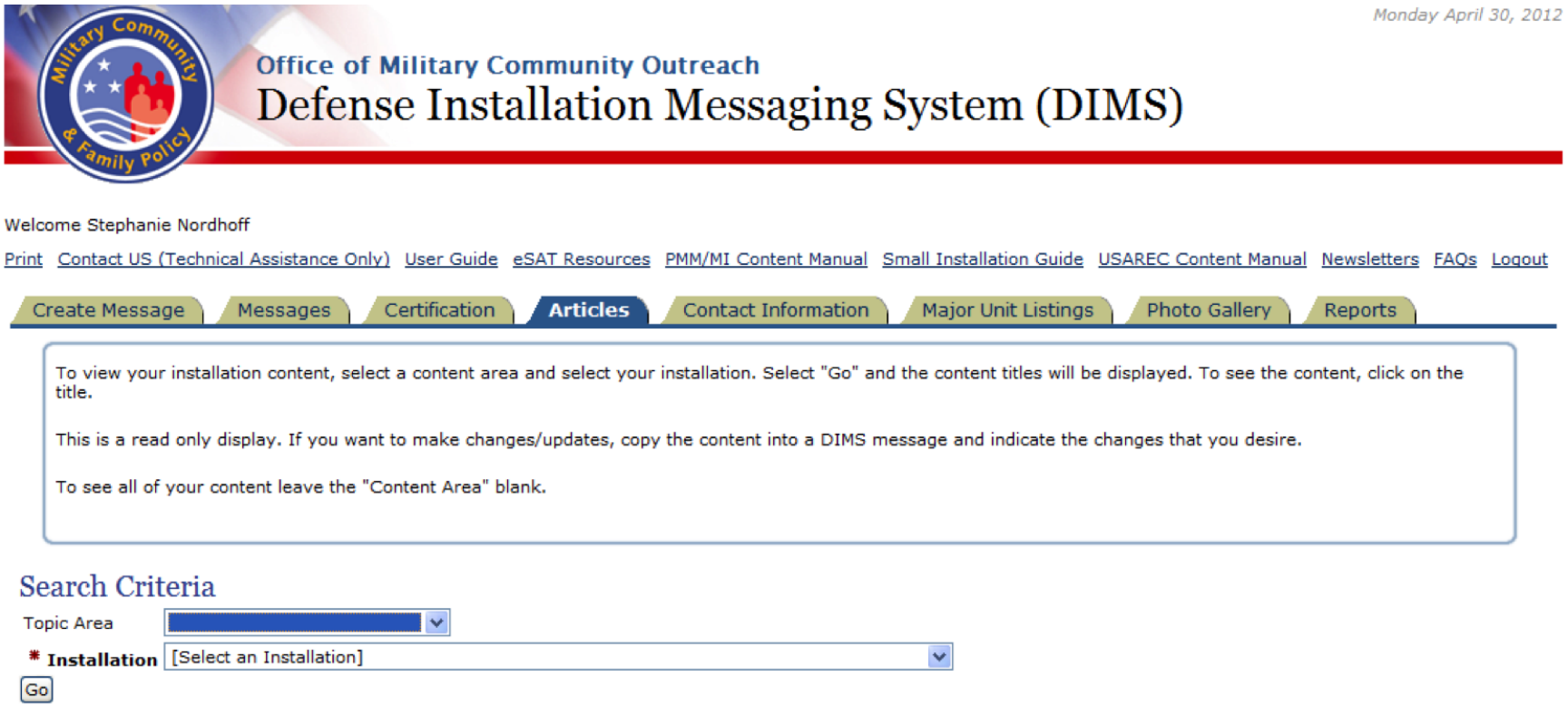
Welcome Stephanie Nordhoff
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
Search
User BARTON.MARY.KATHERINE.[redacted]
Message Status ALL
Installation ALL
Show Completed/Closed Requests
Go
Messages Reset
Apply Changes
1 - 3
Message | Subject | From | Installation | Topic | Last Update | Status | Attachment
170293 | Please change the phone number under Child Care Child Development Homes | BARTON.MARY.KATHERINE.[redacted] | NAS Sigonella | Child Care | 30-APR-12 08.48.12.000000 AM | Submitted
170292 | Under Costs take out the last two sentences & Under Development HOmes (CDH)/ Family Child Care (FCC) | BARTON.MARY.KATHERINE.[redacted] | NAS Sigonella | Child Care | 30-APR-12 08.37.53.000000 AM | Submitted

Articles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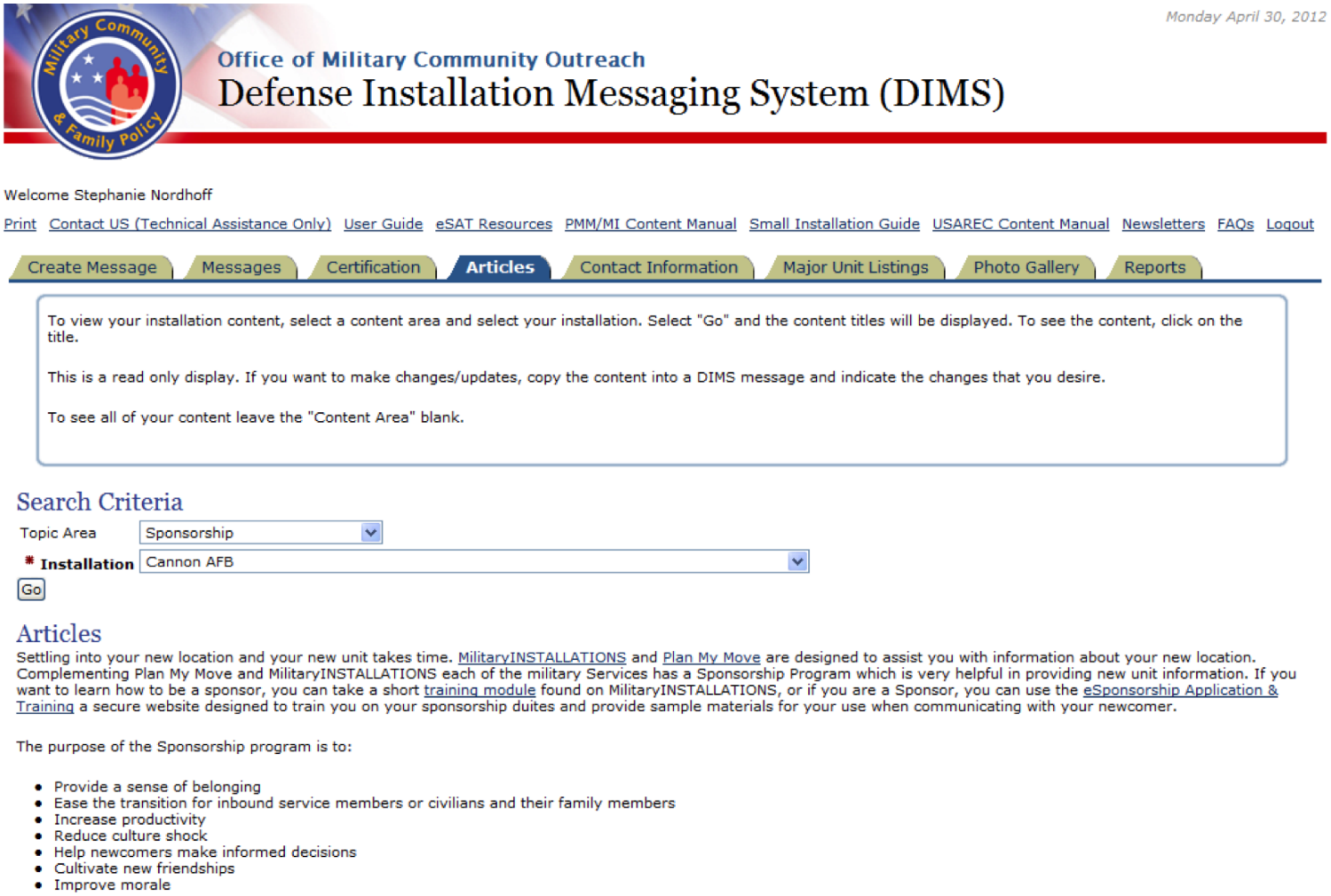
To view your installation content, select a content area and select your installation. Select "Go" and the content titles will be displayed. To see the content, click on the title.
This is a read only display. If you want to make changes/updates, copy the content into a DIMS message and indicate the changes that you desire.
To see all of your content leave the "Content Area" blank.
Search Criteria
Topic Area
* Installation
[Select an Installation]
Go

Articles Search Results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To see all of your content leave the "Content Area" blank.
Search Criteria
Topic Area Sponsorship
* Installation Cannon AFB
Go
Articles
Settling into your new location and your new unit takes time. MilitaryINSTALLATIONS and Plan My Move are designed to assist you with information about your new location. Complementing Plan My Move and MilitaryINSTALLATIONS each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. If you want to learn how to be a sponsor, you can take a short training module found on MilitaryINSTALLATIONS, or if you are a Sponsor, you can use the eSponsorship Application & Training a secure website designed to train you on your sponsorship duites and provide sample materials for your use when communicating with your newcomer.
The purpose of the Sponsorship program is to:
Provide a sense of belonging
Ease the transition for inbound service members or civilians and their family members
Increase productivity
Reduce culture shock
Help newcomers make informed decisions
Cultivate new friendships
Improve morale

Article Guidelines

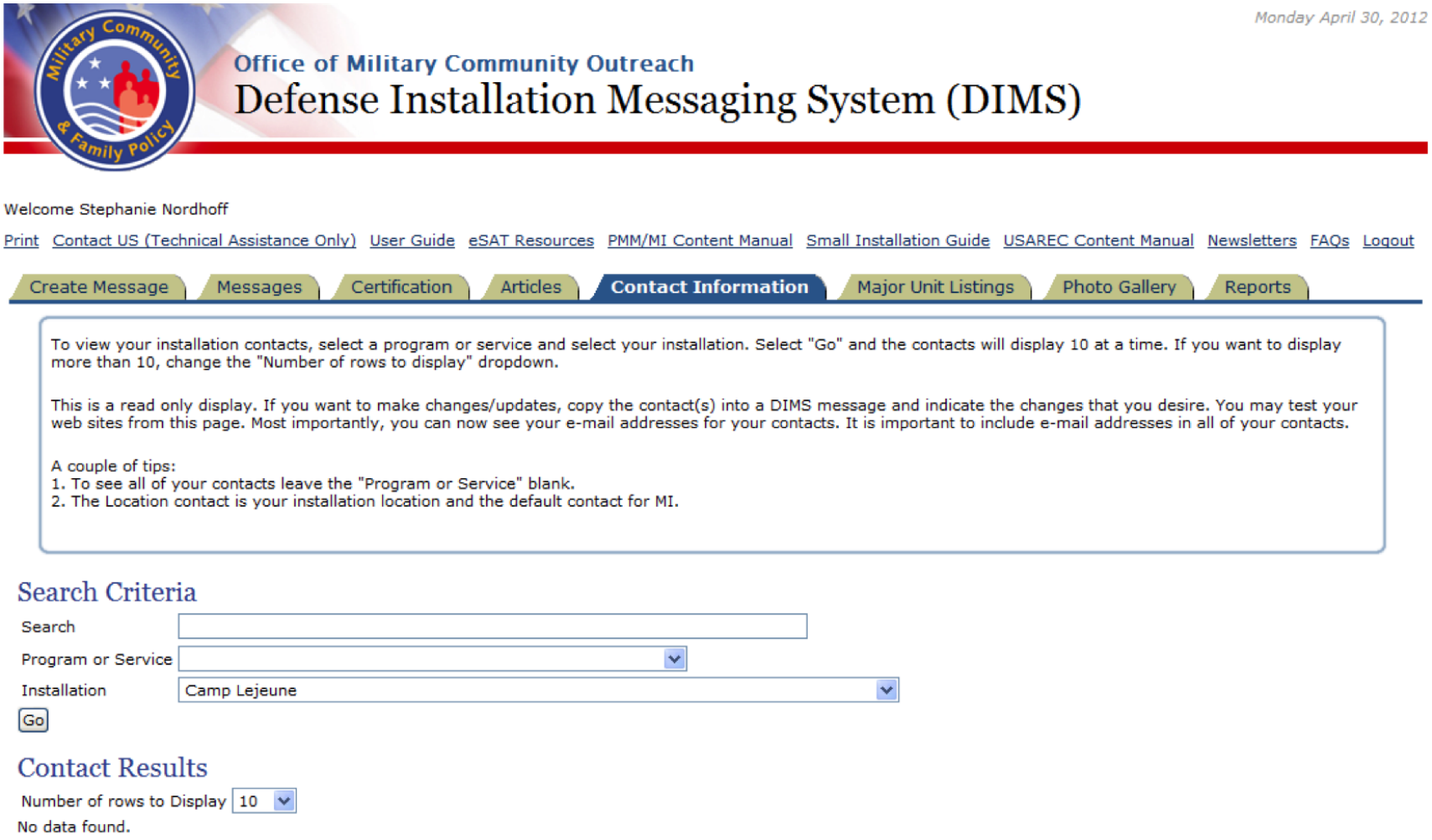
When submitting an article as an attachment in DIMS, please include the following information in the message field:

- What the attachment includes
- What you would like the editors to do with the content in the attachment (e.g., replace/modify specific text under the subheadings)
- Article you are referring to for placement purposes

DIMS reminders:

- Maximum URLs/websites per article (6)
- Submit installation articles separately
- Installation booklets

Contact Information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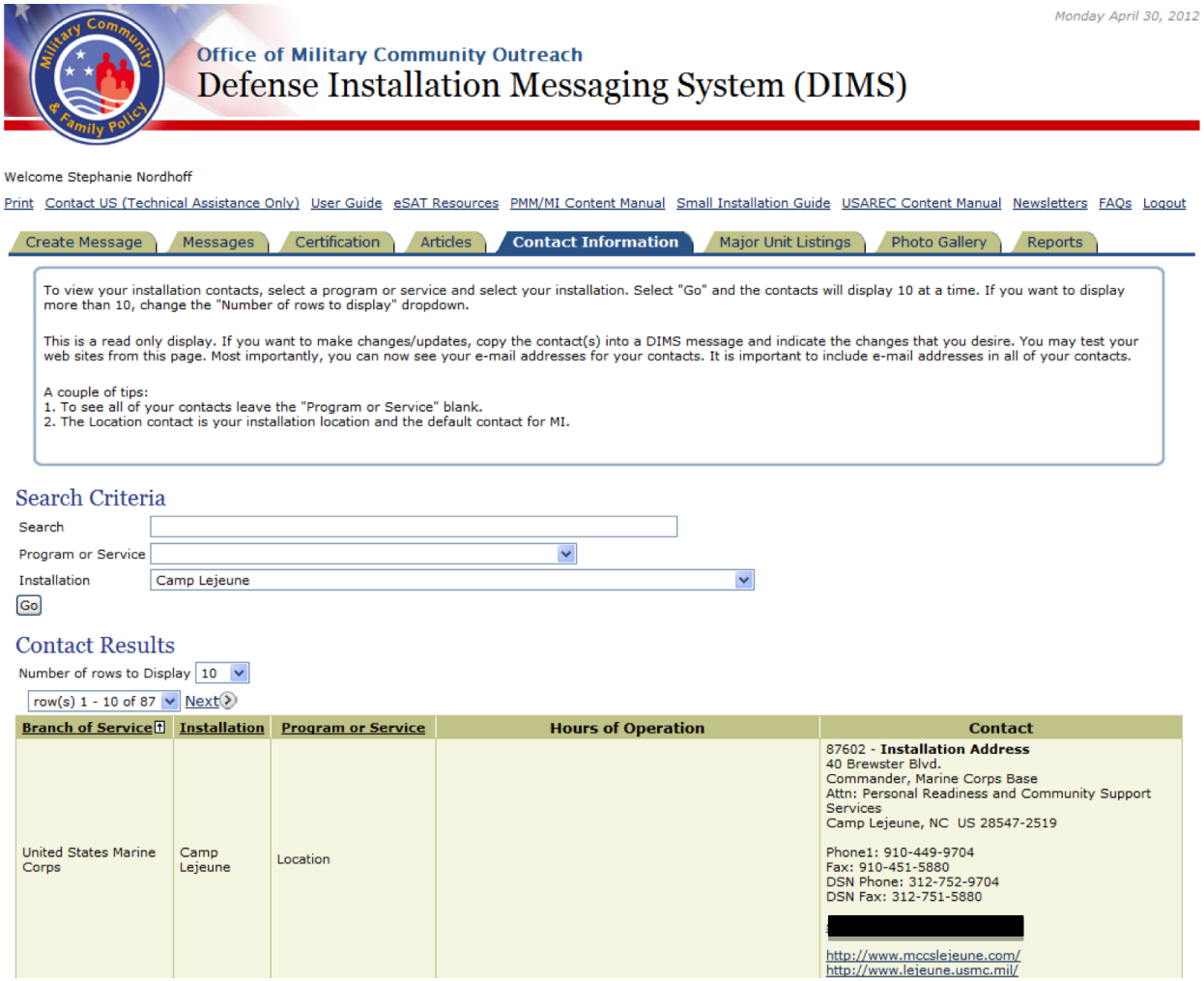
To view your installation contacts, select a program or service and select your installation. Select "Go" and the contacts will display 10 at a time. If you want to display more than 10, change the "Number of rows to display" dropdown.
This is a read only display. If you want to make changes/updates, copy the contact(s) into a DIMS message and indicate the changes that you desire. You may test your web sites from this page. Most importantly, you can now see your e-mail addresses for your contacts. It is important to include e-mail addresses in all of your contacts.
A couple of tips:
1. To see all of your contacts leave the "Program or Service" blank.
2. The Location contact is your installation location and the default contact for MI.
Search Criteria
Search
Program or Service
Installation
Camp Lejeune
Go
Contact Results
Number of rows to Display 10
No data found.

Contact Search Results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This is a read only display. If you want to make changes/updates, copy the contact(s) into a DIMS message and indicate the changes that you desire. You may test your web sites from this page. Most importantly, you can now see your e-mail addresses for your contacts. It is important to include e-mail addresses in all of your contacts.
A couple of tips:
1. To see all of your contacts leave the "Program or Service" blank.
2. The Location contact is your installation location and the default contact for MI.
Search Criteria
Search
Program or Service
Installation
Camp Lejeune
Go
Contact Results
Number of rows to Display 10
row(s) 1 - 10 of 87 Next
Branch of Service
Installation
Program or Service
Hours of Operation
Contact
United States Marine Corps
Camp Lejeune
Location
87602 - Installation Address
40 Brewster Blvd.
Commander, Marine Corps Base
Attn: Personal Readiness and Community Support Services
Camp Lejeune, NC US 28547-2519
Phone1: 910-449-9704
Fax: 910-451-5880
DSN Phone: 312-752-9704
DSN Fax: 312-751-5880
[redacted]
http://www.mccslejeune.com/
http://www.lejeune.usmc.mil/

Adding Contact Information

Tip: You can copy the table out of DIMS, paste it into a Word document, and make updates in this document using Track Changes. The results display the directory, hours of operation, and all contact information. This is an easy way to see all your information in one place. Please note that contacts can be sent as a plain text file, rich text file, Word document ,or Excel spreadsheet, but changes to contacts must be clearly marked.

MI contacts require physical addresses. You may have both a physical and a mailing address, but you cannot have a mailing address without first supplying a physical address. For all contacts, please provide

- Title
- Complete address (physical or mailing)
- Phone numbers
- Fax number
- DSN numbers
- Emails (professional email addresses only)
- Websites
- Hours of operation; for civilian time, use a.m. and p.m. (e.g., 8:00 a.m.)

Please note: The Program/Service Directory titles cannot be changed and are the same for all installations.

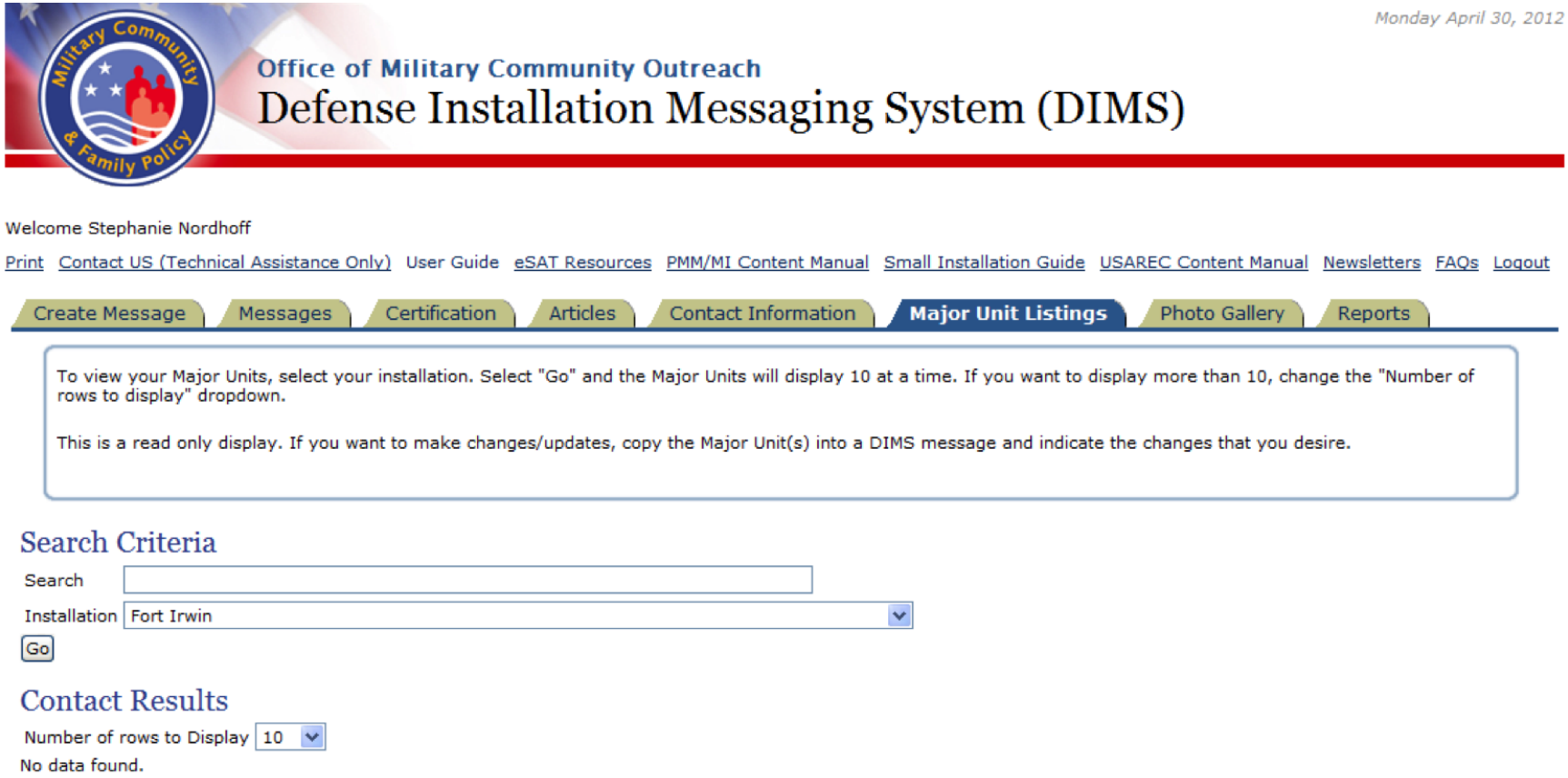
You may use names in emails, as the MI and PMM applications use an anonymous email system so that no names will show to the public.

Contact Guidance

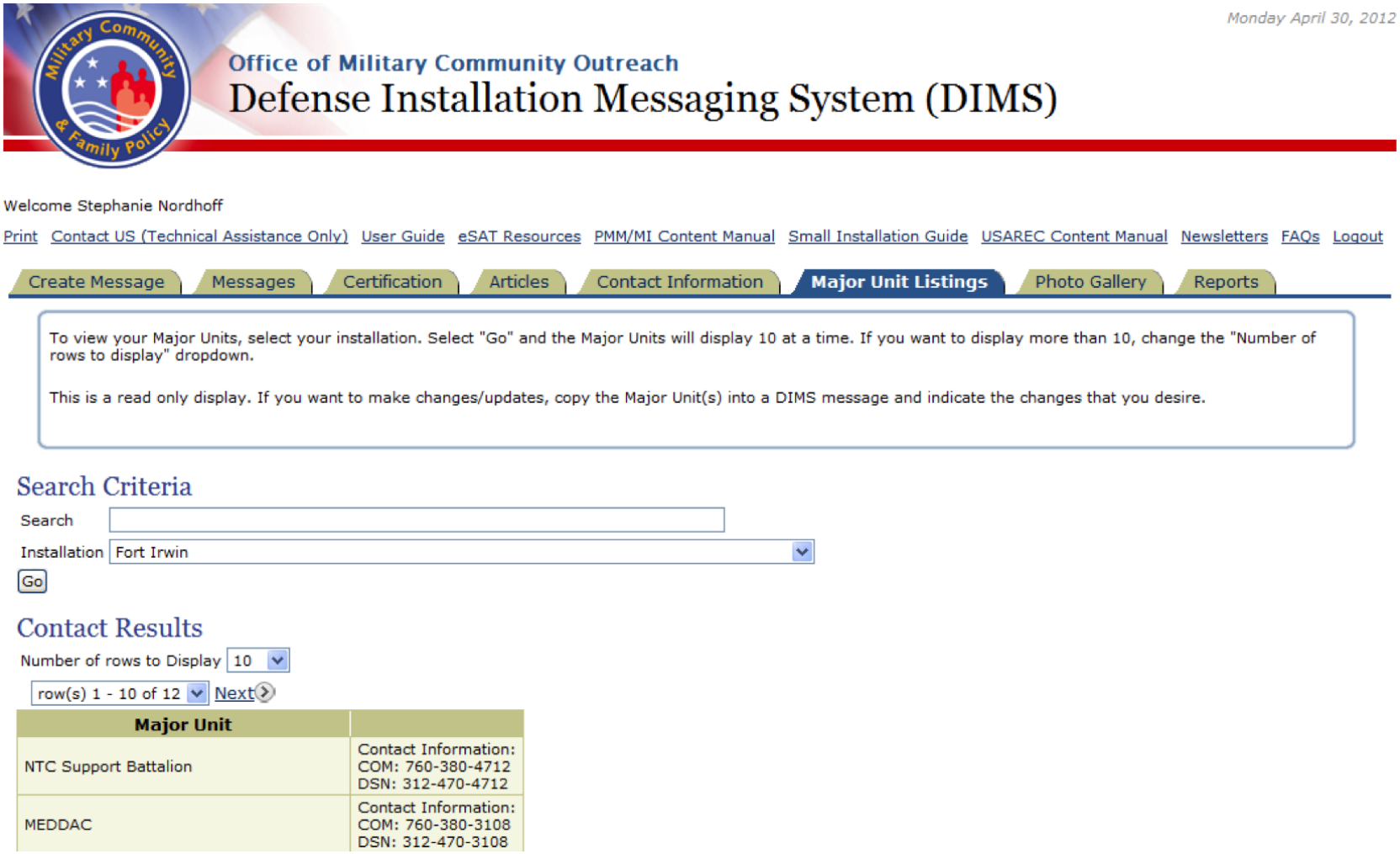
- Not every directory needs a contact
- Only list contacts on your installation
- Only one contact per directory unless there are multiple facilities (e.g., two Child Development Centers)
- If multiple facilities (such as restaurants) exist, use your judgment
- Make sure each contact is complete:
  - All information included
  - Spelled correctly
  - Phone numbers complete with area code
  - Overseas numbers written as if dialing from the States
  - URLs begin with http: or https: (no secure websites)
  - Hours of operation for the program or service, if applicable
  - Email addresses with an “@” sign and no spaces or slash marks

For complete contact guidance, address standards and examples, screen shots of DIMS processes, and the MI Contact Directory List, please review the PMM/MI Content Manual.

Major Unit Listings


Monday April 30, 2012
Office of Military Community Outreach
Defense Installation Messaging System (DIMS)
Welcome Stephanie Nordhoff
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
To view your Major Units, select your installation. Select "Go" and the Major Units will display 10 at a time. If you want to display more than 10, change the "Number of rows to display" dropdown.
This is a read only display. If you want to make changes/updates, copy the Major Unit(s) into a DIMS message and indicate the changes that you desire.
Search Criteria
Search
Installation Fort Irwin
Go
Contact Results
Number of rows to Display 10
No data found.

Major Unit Listings Search Results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This is a read only display. If you want to make changes/updates, copy the Major Unit(s) into a DIMS message and indicate the changes that you desire.
Search Criteria
Search
Installation Fort Irwin
Go
Contact Results
Number of rows to Display 10
row(s) 1 - 10 of 12 Next
Major Unit
NTC Support Battalion
Contact Information:
COM: 760-380-4712
DSN: 312-470-4712
MEDDAC
Contact Information:
COM: 760-380-3108
DSN: 312-470-3108

Major Unit Listing

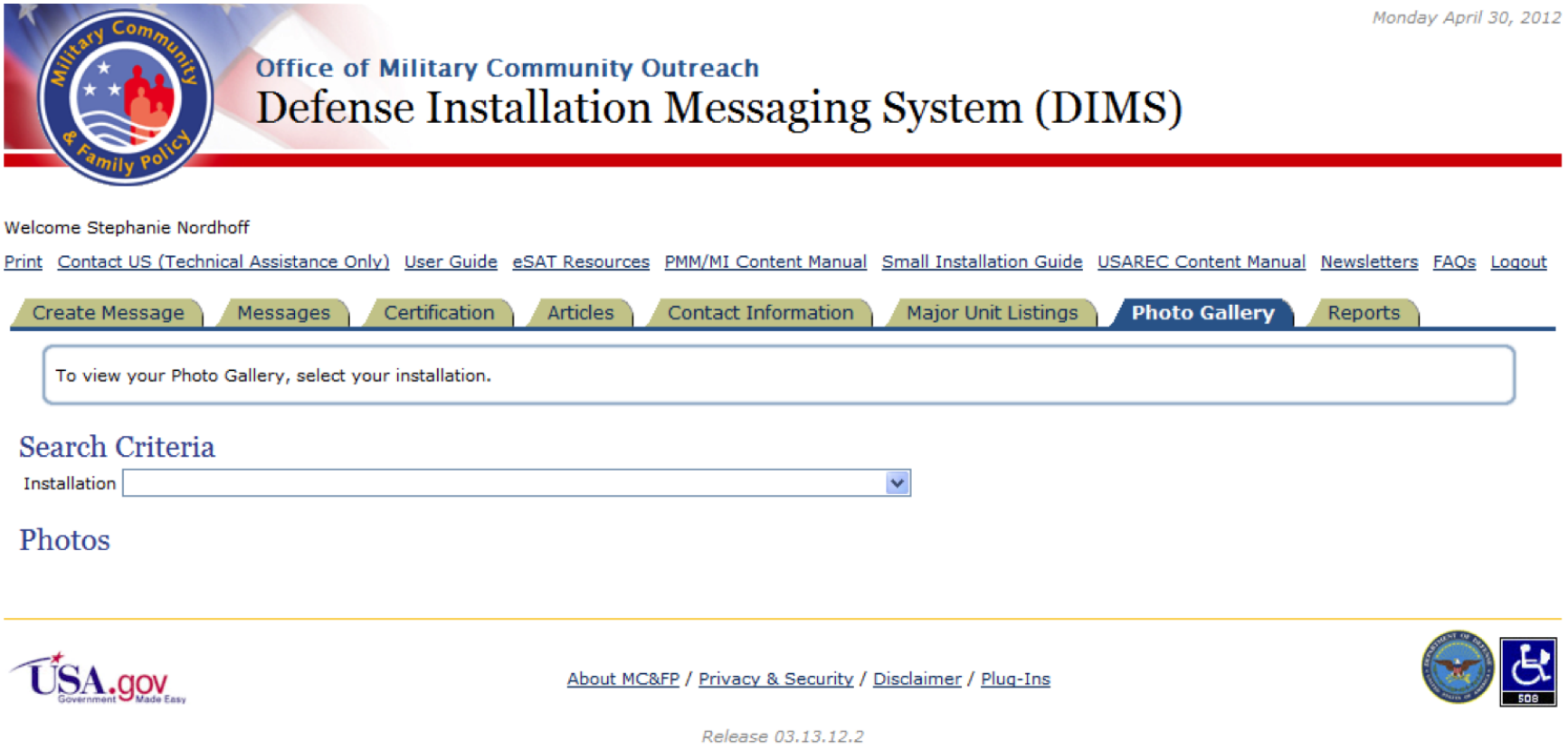
- Name of the major unit
- A contact position, if applicable (e.g., Commander)
- Commercial and DSN phone numbers:
  - COM: xxx-xxx-xxxx
  - DSN: xxx-xxx-xxxx
  - COM FAX: xxx-xxx-xxxx
  - DSN FAX: xxx-xxx-xxxx
- Unit website (if available and not secure)

Not permitted: Addresses, descriptions, or names of individuals in the major units

Photo Additions and Attachments

- Photo gallery search
- Photo suggestions
- Photo specifications

Photo Gallery Search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Welcome Stephanie Nordhoff
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Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
To view your Photo Gallery, select your installation.
Search Criteria
Installation
Photos
USA.gov
About MC&FP / Privacy & Security / Disclaimer / Plug-Ins
Release 03.13.12.2

Photo Gallery

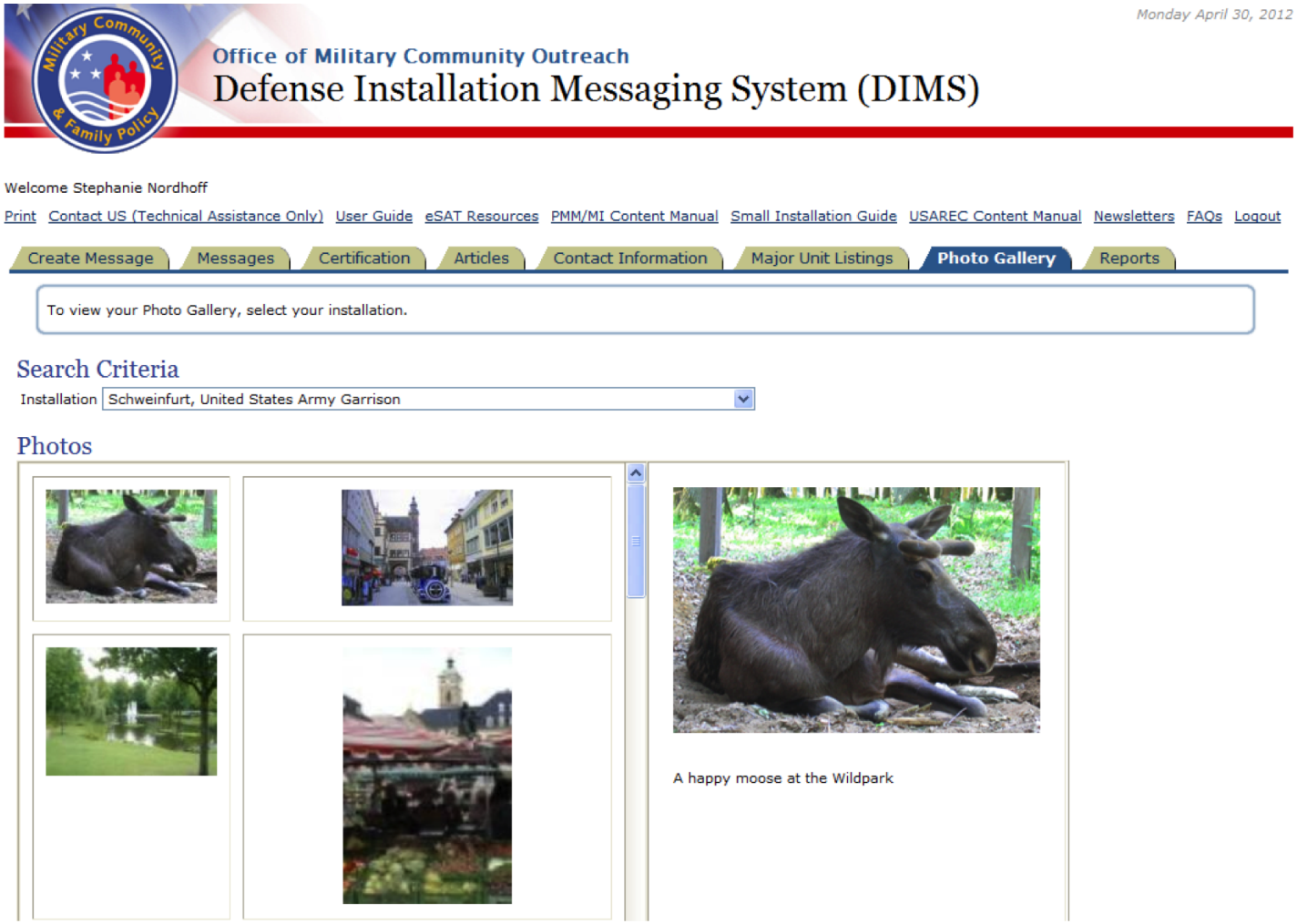

Monday April 30, 2012
Office of Military Community Outreach
Defense Installation Messaging System (DIMS)
Welcome Stephanie Nordhoff
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
To view your Photo Gallery, select your installation.
Search Criteria
Installation Schweinfurt, United States Army Garrison
Photos
A happy moose at the Wildpark

Photo Suggestions

- Front gate or entrance
- Family Center and/or Relocation Office
- Housing Office
- Transportation Office
- Sample of installation housing
- Floor plans of housing
- Shopping area
- Child care area
- Schools on the installation
- Major recreational areas on the installation

Tips:

- **Create a “tour” with your photos**
- **Consult your Public Affairs Office before submitting each photo**

Photo Guidelines

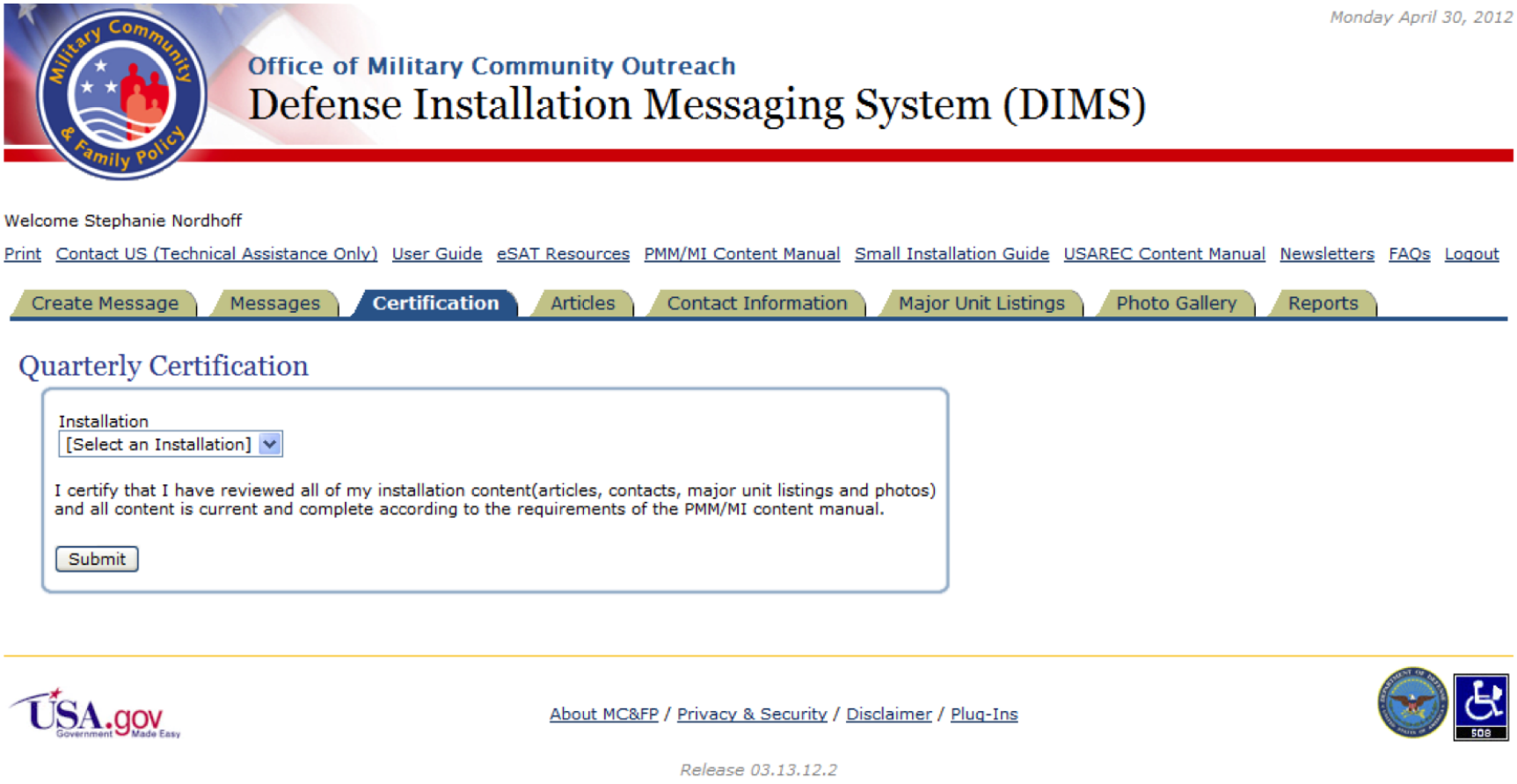
Images, pictures, or other artwork to appear as content must meet the following specifications:

- Format: JPEG/JPG (preferred) or GIF files only
- Photos must be 'original' (i.e. from the installation PAO, the program, or the service photo gallery) or copyright free
- File size: no larger than 100KB per image
- Maximum image size: 640 x 480 pixels (total pixel size no larger than 307,200 pixels)
- Scanned photo dpi: printed photos, when used, should be scanned at 300 dpi
- Use 4” x 5” or 4” x 6” photos for best results
- Submit your photo caption or description along with your image in the message field

Certification

- Certification
- Quarterly certification guidelines
- Quarterly certification reports

Certification


Monday April 30, 2012
Office of Military Community Outreach
Defense Installation Messaging System (DIMS)
Welcome Stephanie Nordhoff
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
Quarterly Certification
Installation
[Select an Installation]
I certify that I have reviewed all of my installation content(articles, contacts, major unit listings and photos) and all content is current and complete according to the requirements of the PMM/MI content manual.
Submit
USA.gov
About MC&FP / Privacy & Security / Disclaimer / Plug-Ins
Release 03.13.12.2

Quarterly Certification Guidelines

- September 1-30
- December 1-31
- March 1-31
- June 1-30

- Mandated by policy
- Edits for each quarter may be submitted throughout the quarter
- Edits must be submitted in order to certify, but they do **not** have to be completed in order to certify
- Certifying your installation indicates that your installation content has been reviewed and updated

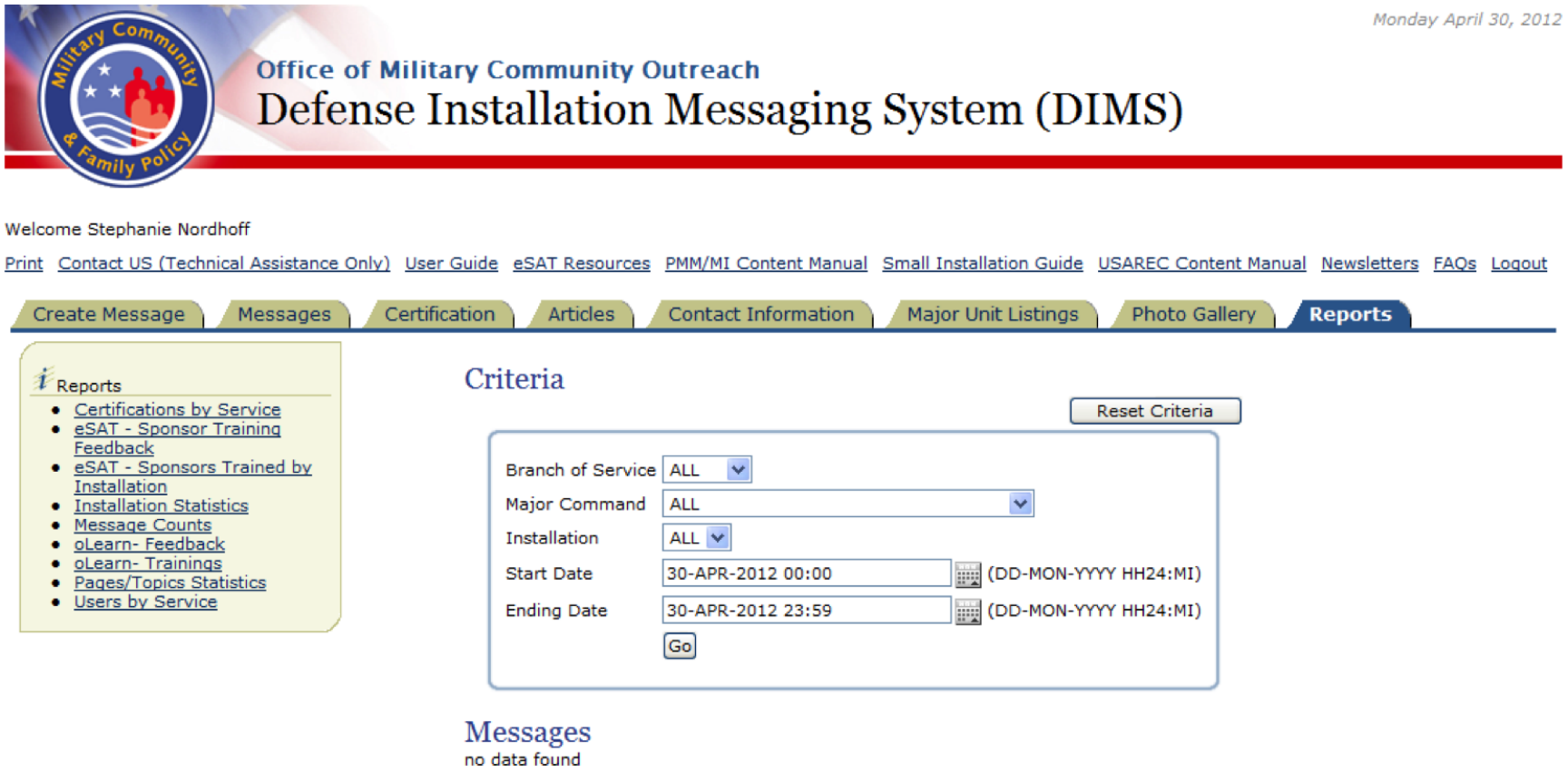
Quarterly Certification Reports

- Provided to RAP Service Representatives
- Reports include:
  - Certification status statistics
  - Number of messages per installation
  - Statistical comparisons between current quarter and last quarter
  - Highlighted installations reviewed for the quarter

Reports

- Report criteria
- Available reports

Report Criteria


Monday April 30, 2012
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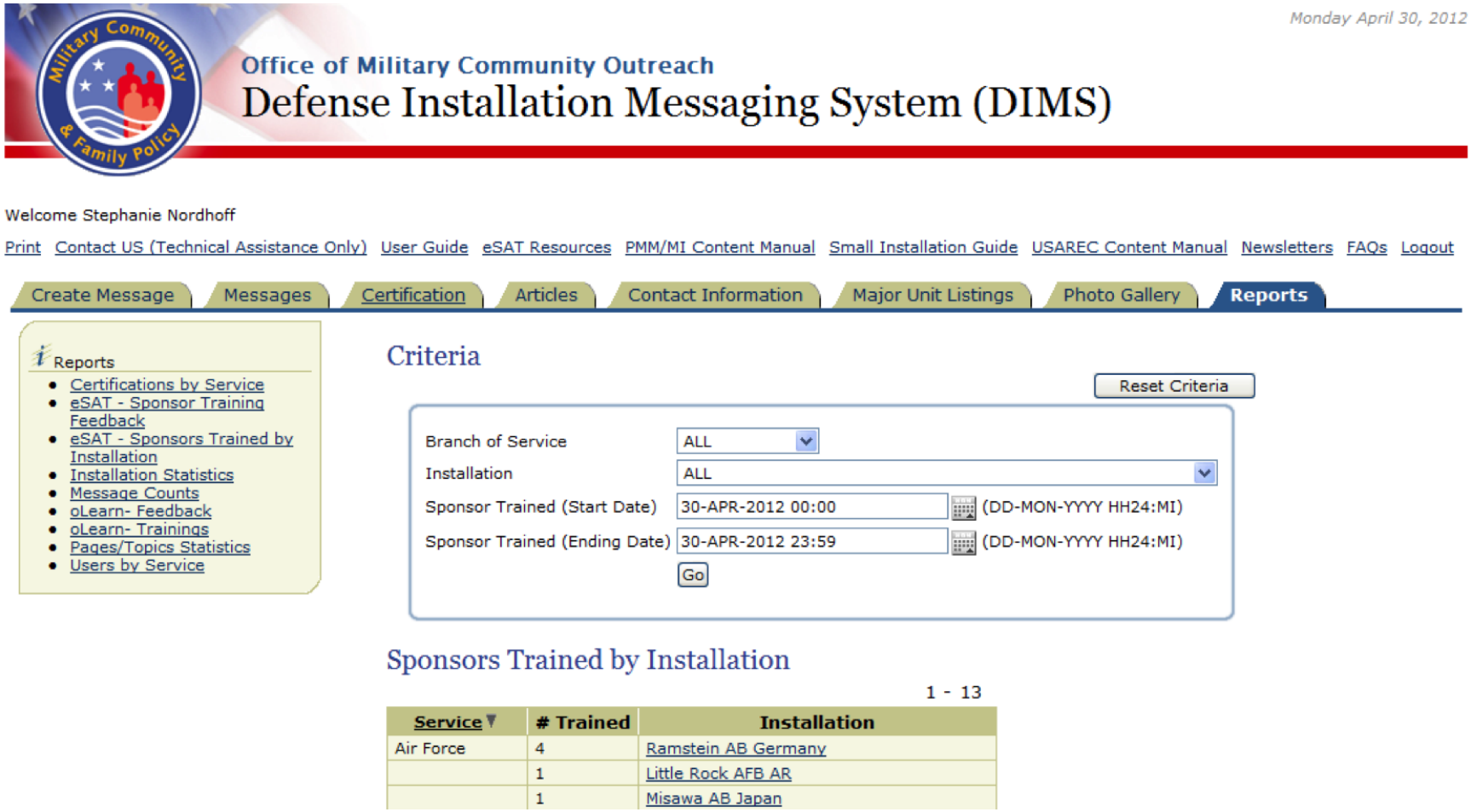
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
Reports
Certifications by Service
eSAT - Sponsor Training Feedback
eSAT - Sponsors Trained by Installation
Installation Statistics
Message Counts
oLearn- Feedback
oLearn- Trainings
Pages/Topics Statistics
Users by Service
Criteria
Reset Criteria
Branch of Service ALL
Major Command ALL
Installation ALL
Start Date 30-APR-2012 00:00 (DD-MON-YYYY HH24:MI)
Ending Date 30-APR-2012 23:59 (DD-MON-YYYY HH24:MI)
Go
Messages
no data found

Available Reports

- Certifications by Service
- eSAT -- Sponsor Training Feedback
- eSAT -- Sponsors Trained by Installation
- Installation Statistics
- Message Counts
- oLearn -- Feedback
- oLearn -- Trainings
- Pages/Topics Statistics
- Users by Service

eSAT Sponsors Trained by Installation Report


Monday April 30, 2012
Office of Military Community Outreach
Defense Installation Messaging System (DIMS)
Welcome Stephanie Nordhoff
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
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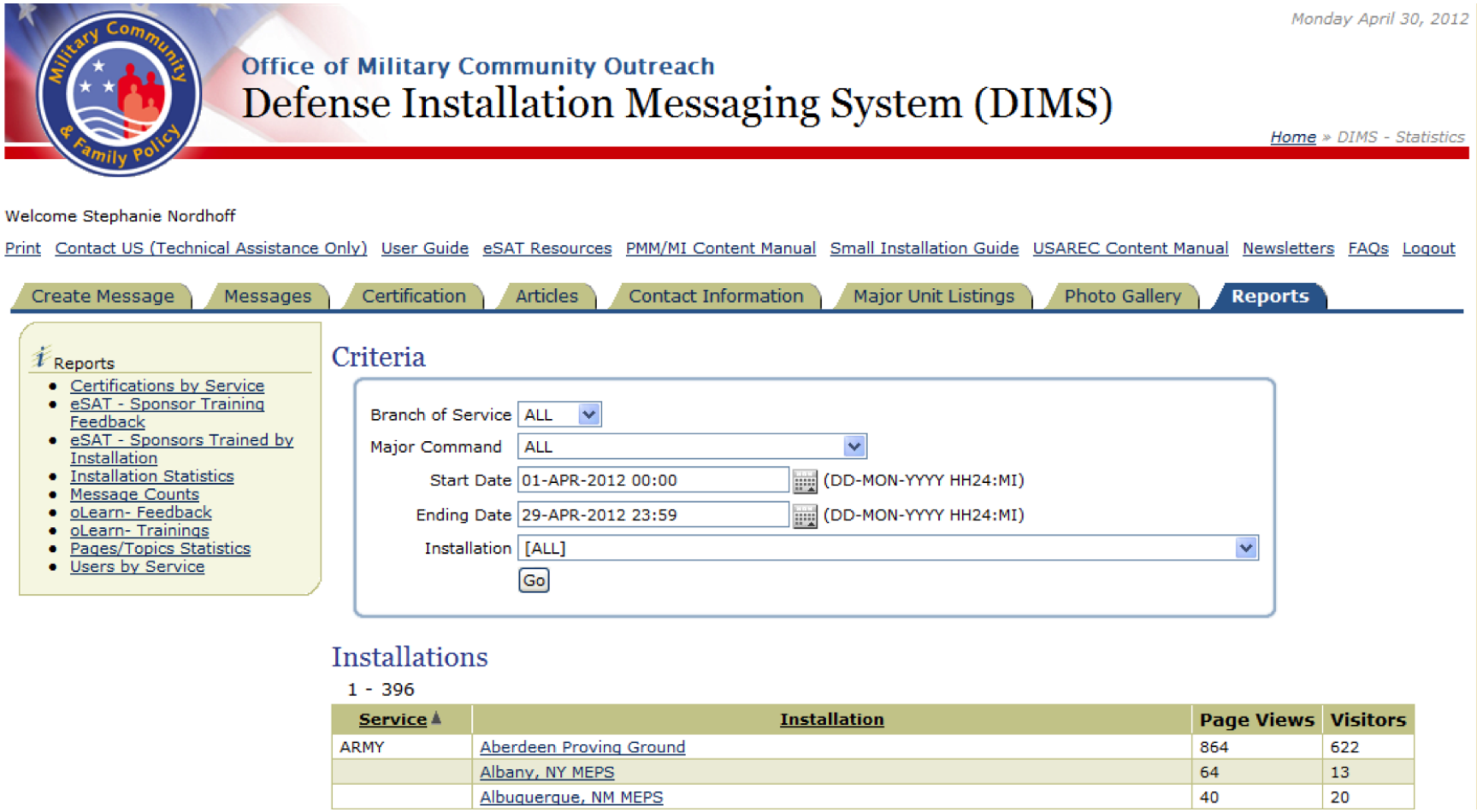
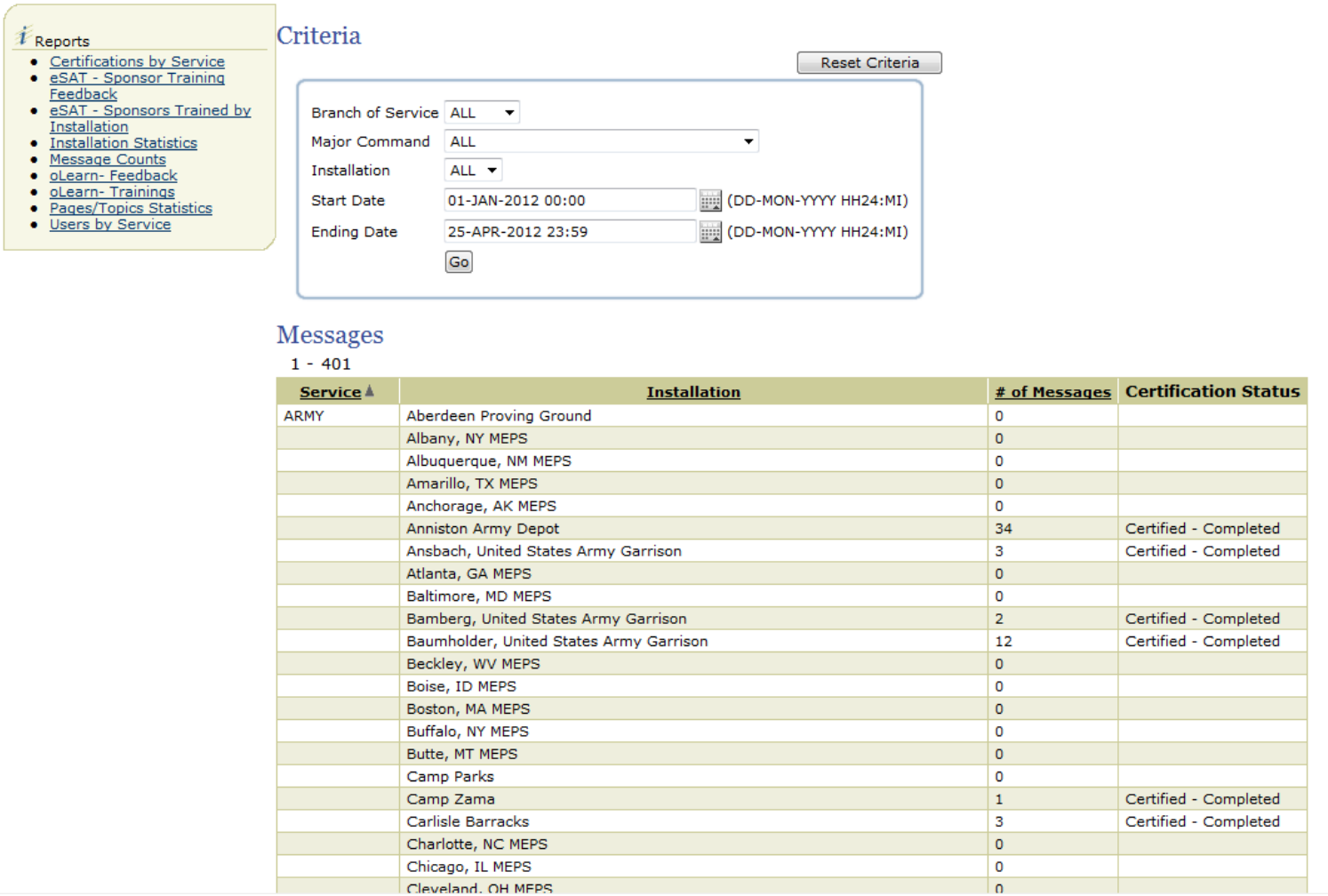
Reports
Certifications by Service
eSAT - Sponsor Training Feedback
eSAT - Sponsors Trained by Installation
Installation Statistics
Message Counts
oLearn- Feedback
oLearn- Trainings
Pages/Topics Statistics
Users by Service
Criteria
Reset Criteria
Branch of Service ALL
Installation ALL
Sponsor Trained (Start Date) 30-APR-2012 00:00 (DD-MON-YYYY HH24:MI)
Sponsor Trained (Ending Date) 30-APR-2012 23:59 (DD-MON-YYYY HH24:MI)
Go
Sponsors Trained by Installation
1 - 13
Service # Trained Installation
Air Force 4 Ramstein AB Germany
1 Little Rock AFB AR
1 Misawa AB Japan

Installation Statistics Report


Monday April 30, 2012
Office of Military Community Outreach
Defense Installation Messaging System (DIMS)
Home » DIMS - Statistics
Welcome Stephanie Nordhoff
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
Reports
Certifications by Service
eSAT - Sponsor Training Feedback
eSAT - Sponsors Trained by Installation
Installation Statistics
Message Counts
oLearn- Feedback
oLearn- Trainings
Pages/Topics Statistics
Users by Service
Criteria
Branch of Service ALL
Major Command ALL
Start Date 01-APR-2012 00:00 (DD-MON-YYYY HH24:MI)
Ending Date 29-APR-2012 23:59 (DD-MON-YYYY HH24:MI)
Installation [ALL]
Go
Installations
1 - 396
Service | Installation | Page Views | Visitors
ARMY | Aberdeen Proving Ground | 864 | 622
Albany, NY MEPS | 64 | 13
Albuquerque, NM MEPS | 40 | 20

Message Counts Report



Reports

- Certifications by Service
- eSAT - Sponsor Training Feedback
- eSAT - Sponsors Trained by Installation
- Installation Statistics
- Message Counts
- oLearn- Feedback
- oLearn- Trainings
- Pages/Topics Statistics
- Users by Service

Criteria

Reset Criteria

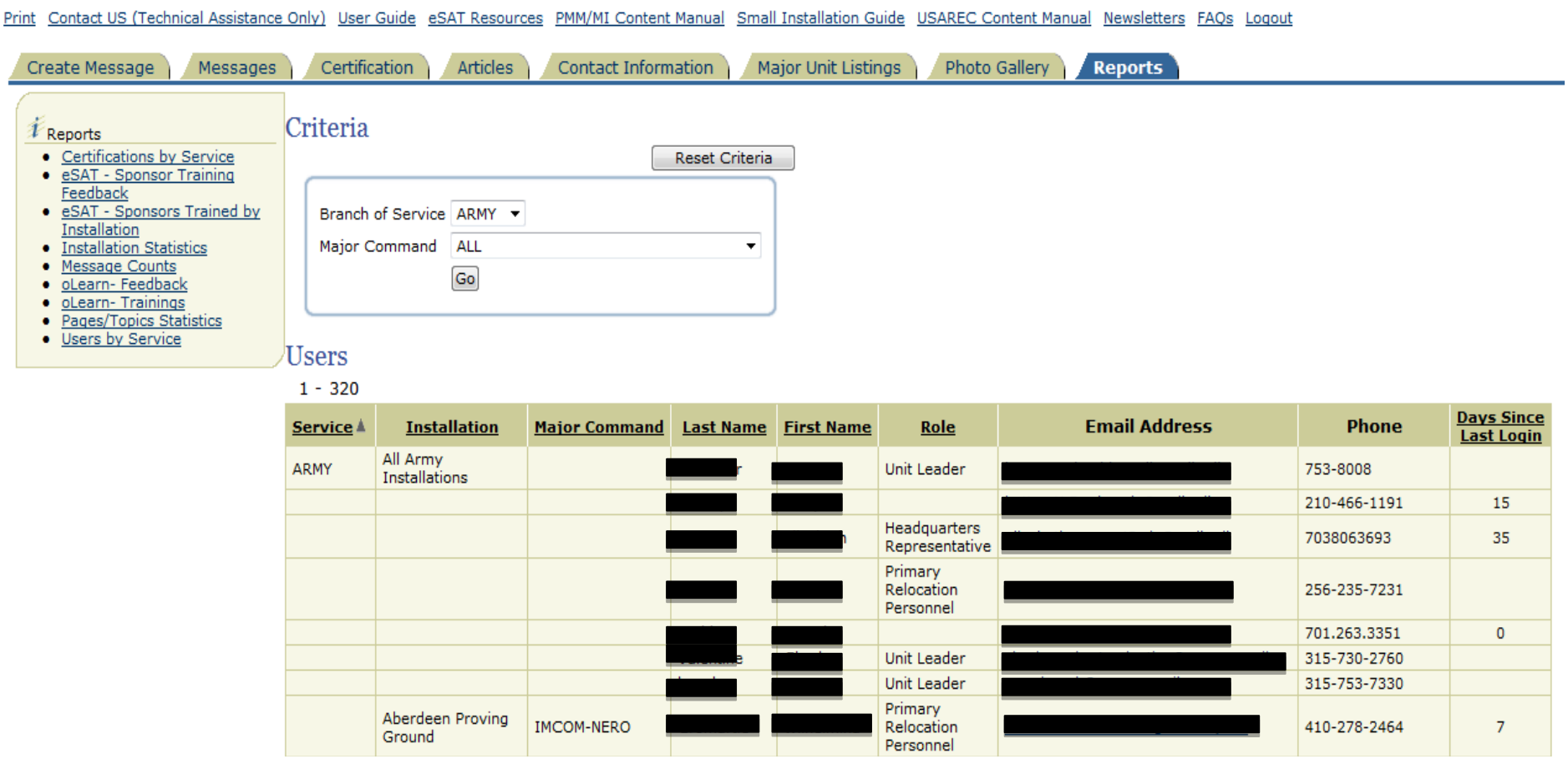
Branch of Service: ALL
Major Command: ALL
Installation: ALL
Start Date: 01-JAN-2012 00:00 (DD-MON-YYYY HH24:MI)
Ending Date: 25-APR-2012 23:59 (DD-MON-YYYY HH24:MI)
Go

Messages

1 - 401

Service	Installation	# of Messages	Certification Status
ARMY	Aberdeen Proving Ground	0	
	Albany, NY MEPS	0	
	Albuquerque, NM MEPS	0	
	Amarillo, TX MEPS	0	
	Anchorage, AK MEPS	0	
	Anniston Army Depot	34	Certified - Completed
	Ansbach, United States Army Garrison	3	Certified - Completed
	Atlanta, GA MEPS	0	
	Baltimore, MD MEPS	0	
	Bamberg, United States Army Garrison	2	Certified - Completed
	Baumholder, United States Army Garrison	12	Certified - Completed
	Beckley, WV MEPS	0	
	Boise, ID MEPS	0	
	Boston, MA MEPS	0	
	Buffalo, NY MEPS	0	
	Butte, MT MEPS	0	
	Camp Parks	0	
	Camp Zama	1	Certified - Completed
	Carlisle Barracks	3	Certified - Completed
	Charlotte, NC MEPS	0	
	Chicago, IL MEPS	0	
	Cleveland, OH MEPS	0	

Users by Service Report


Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
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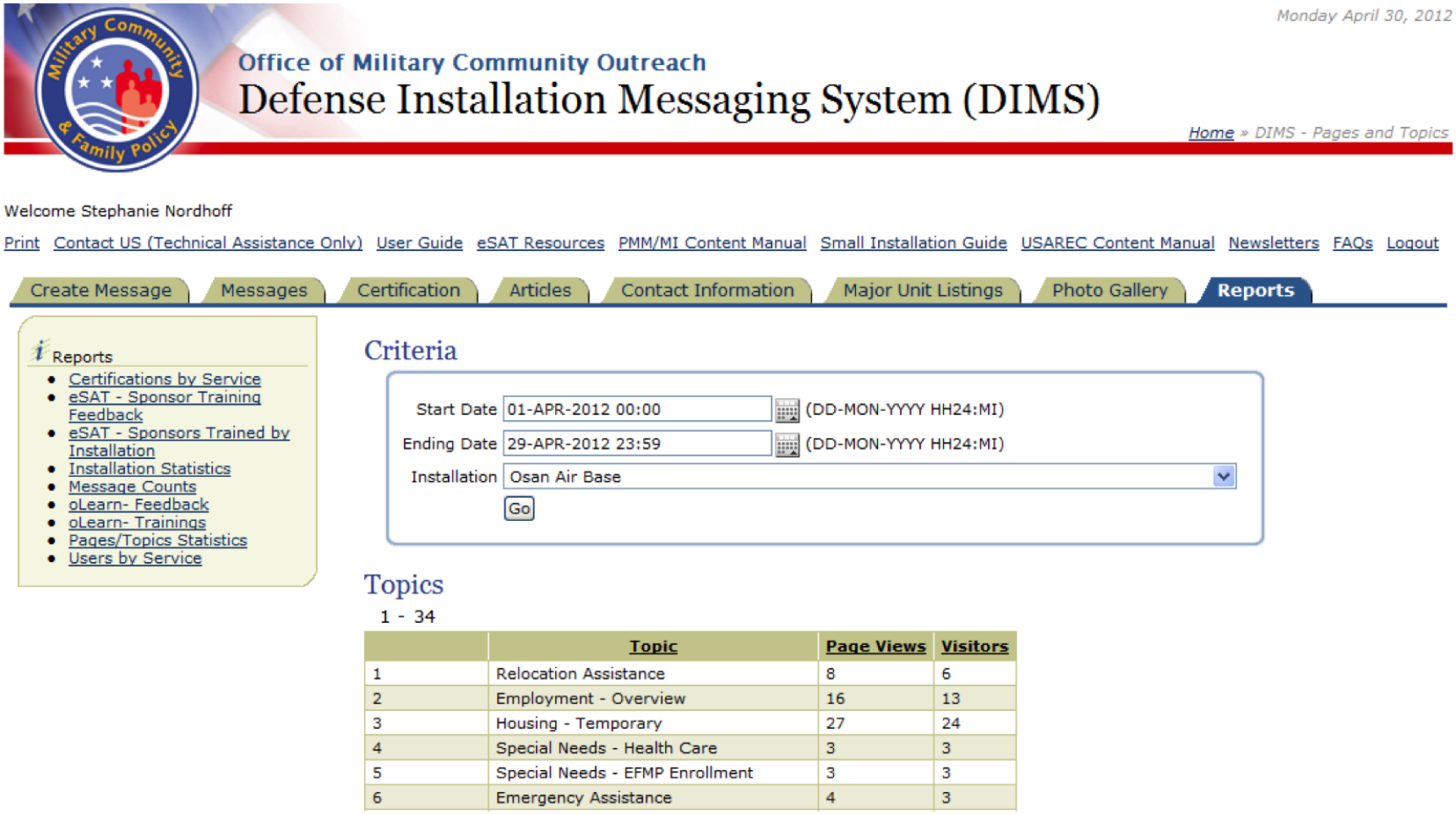
Reports
Certifications by Service
eSAT - Sponsor Training Feedback
eSAT - Sponsors Trained by Installation
Installation Statistics
Message Counts
oLearn- Feedback
oLearn- Trainings
Pages/Topics Statistics
Users by Service
Criteria
Reset Criteria
Branch of Service ARMY
Major Command ALL
Go
Users
1 - 320
Service Installation Major Command Last Name First Name Role Email Address Phone Days Since Last Login
ARMY All Army Installations Unit Leader 753-8008
210-466-1191 15
Headquarters Representative 7038063693 35
Primary Relocation Personnel 256-235-7231
701.263.3351 0
Unit Leader 315-730-2760
Unit Leader 315-753-7330
Aberdeen Proving Ground IMCOM-NERO Primary Relocation Personnel 410-278-2464 7

Pages/Topics Statistics Report

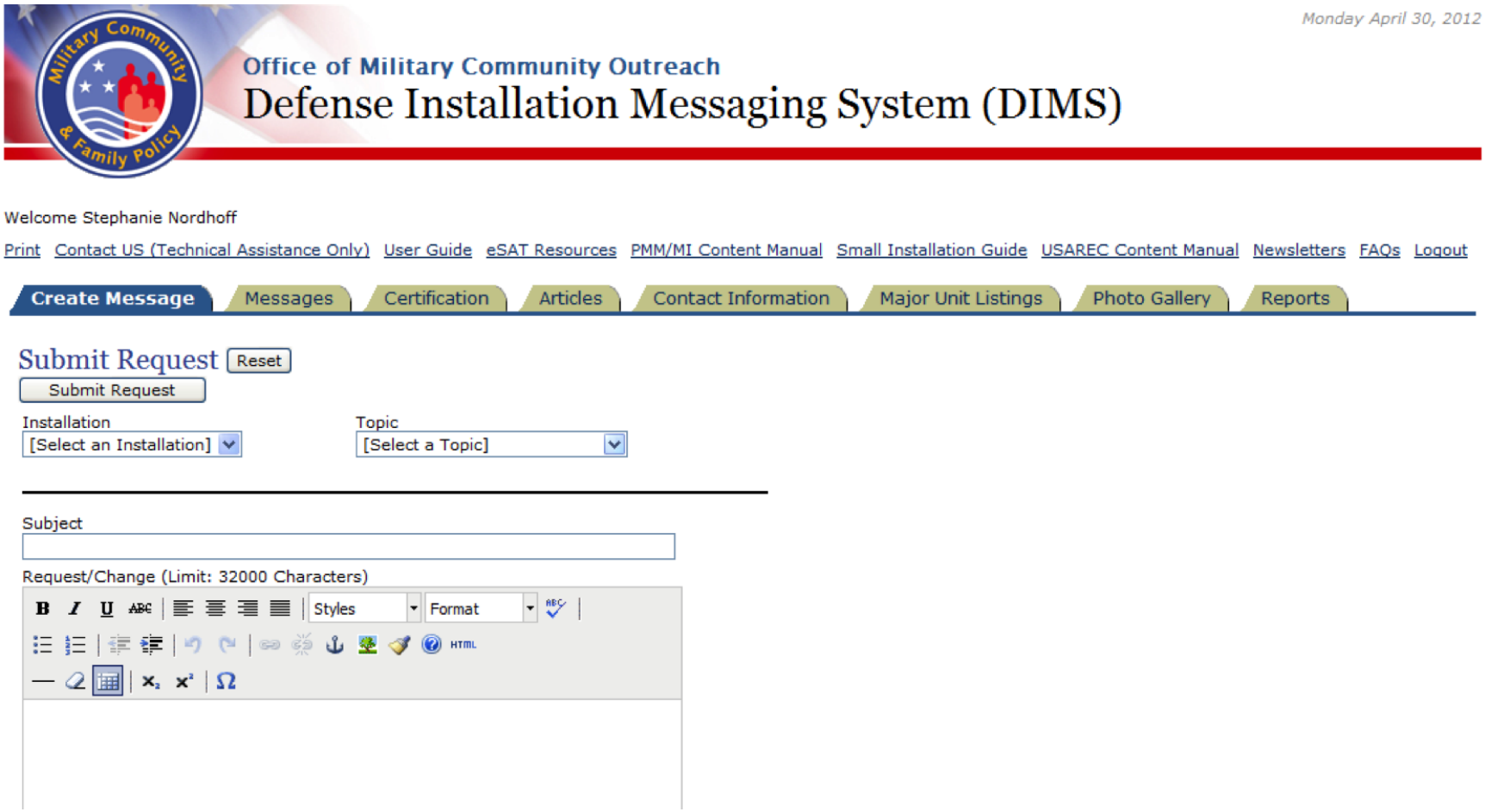

Monday April 30, 2012
Office of Military Community Outreach
Defense Installation Messaging System (DIMS)
Home » DIMS - Pages and Topics
Welcome Stephanie Nordhoff
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
Reports
Certifications by Service
eSAT - Sponsor Training Feedback
eSAT - Sponsors Trained by Installation
Installation Statistics
Message Counts
oLearn- Feedback
oLearn- Trainings
Pages/Topics Statistics
Users by Service
Criteria
Start Date 01-APR-2012 00:00 (DD-MON-YYYY HH24:MI)
Ending Date 29-APR-2012 23:59 (DD-MON-YYYY HH24:MI)
Installation Osan Air Base
Go
Topics
1 - 34

	Topic	Page Views	Visitors
1	Relocation Assistance	8	6
2	Employment - Overview	16	13
3	Housing - Temporary	27	24
4	Special Needs - Health Care	3	3
5	Special Needs - EFMP Enrollment	3	3
6	Emergency Assistance	4	3

Messages

- Creating messages in DIMS
- Attachments
- Guidelines for submitting edits
- Email notifications
- Replying to email notifications
- Accessing DIMS message list

Creating Messages in DIMS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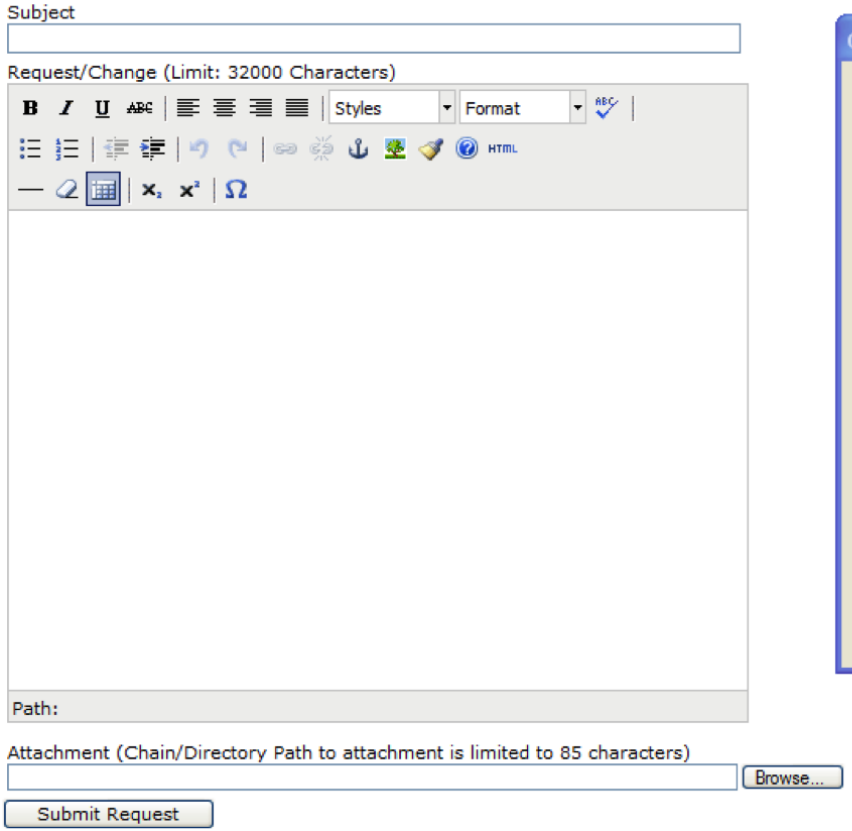
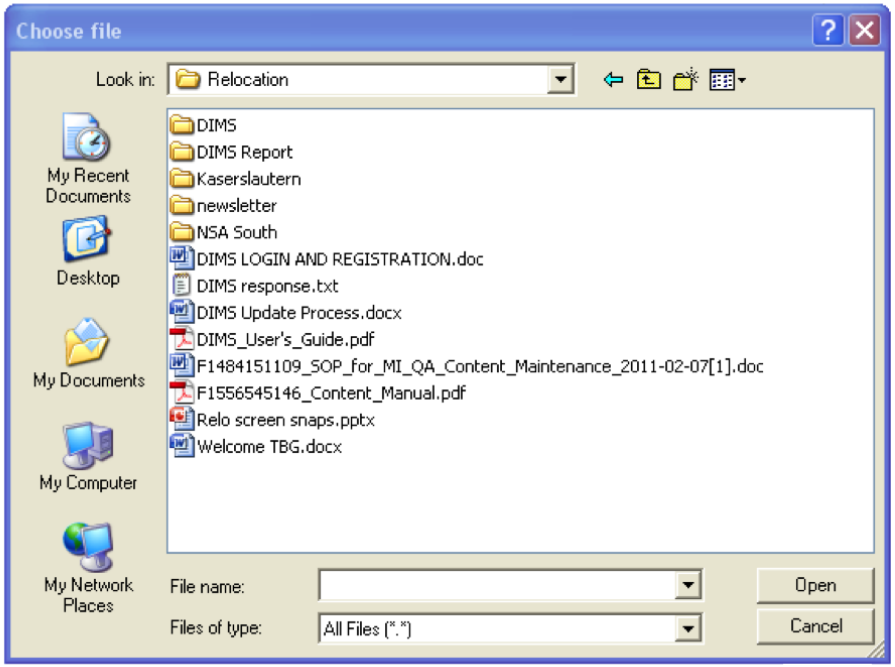
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
Submit Request Reset
Submit Request
Installation
[Select an Installation]
Topic
[Select a Topic]
Subject
Request/Change (Limit: 32000 Characters)
Styles
Format

Attachments

- Narrative contents
- Contacts
- Format
- File size
- Image size

Attaching Files





Guidelines for Submitting Edits

- Step 1: Select installation and topic
- Step 2: Enter subject
- Step 3: Enter contact information
- Step 4: Submit

The editor’s goal is to make your changes/additions within four business days.

Attachment Example

Green = Delete

Yellow = Add

MI Narrative Updates

Installation: Yorktown

Date: 12.10.2009

Topic: Installation Overview

Population Served

Military bases in close proximity to the Weapons Station are Naval Station Norfolk, Naval Amphibious Base Little Creek Joint Expeditionary Base Little Creek – Fort Story, Naval Air Station Oceana, Norfolk Naval Shipyard, and Portsmouth Naval Hospital. Together, they support approximately 85,000 joint force military personnel with an additional 120,000 family members, over 68,000 retirees and 27,439 DoD personnel and civilian employees. Also in close proximity to the Weapons Station are the Army's Fort Eustis and Fort Monroe, the Air Force's Langley AFB and the Guard Training Center at Yorktown.

Attachment Using Track Changes

Inprocessing Procedures

When first reporting onboard Camp Pendleton, all personnel, with the exception of students, are required to report to the Joint Reception Center (JRC), Bldg. 127~~130132~~, located on mainside. Students are required to check in directly with their school. All servicemembers must report in service "A" uniform. The JRC will look at your orders and tell you where you need to report next. For filing your travel claim, see your S-1, unit Disbursing [Office][LC1].

Navy Personnel

Navy personnel assigned to the Naval Hospital should report to the Officer of the Day at the Quarter Deck, Bldg. H-100. The OOD or Command Duty Officer will be there 24 hrs a day. All other Naval personnel should check-in with their appropriate command (ACU-5, Dental, 1st FSSG, etc.).

Travel Planning

Temporary Lodging

All personnel checking into Camp Pendleton are advised to make reservations for Temporary Lodging and/or Billeting up to 1 year in advance due to the large number of personnel incoming to and outgoing from Camp Pendleton. The summer months are extremely busy for PCS moves, so PLAN AHEAD!

Welcome Aboard Orientation

The Welcome Aboard Orientation is held from 8:00 a.m. - 12~~0~~:00 am on Tuesdays ~~Wednesdays~~ at the Joint Reception Center, Building 130132, providing relocation information to new arrivals. Spouses are highly encouraged to attend. Call toll free 1-800-253-1624 or 760-725-5704/3802 for more information. The Relocation Assistance Program is designed to assist you with all of your relocation needs to include information and referral services.

What to do if you Get Married Enroute

If you get married before you PCS, you must inform your commander and follow the procedures exactly as you are given them, the military will not pay for travel and housing of your spouse if you do not follow proper procedures.

Email Notifications

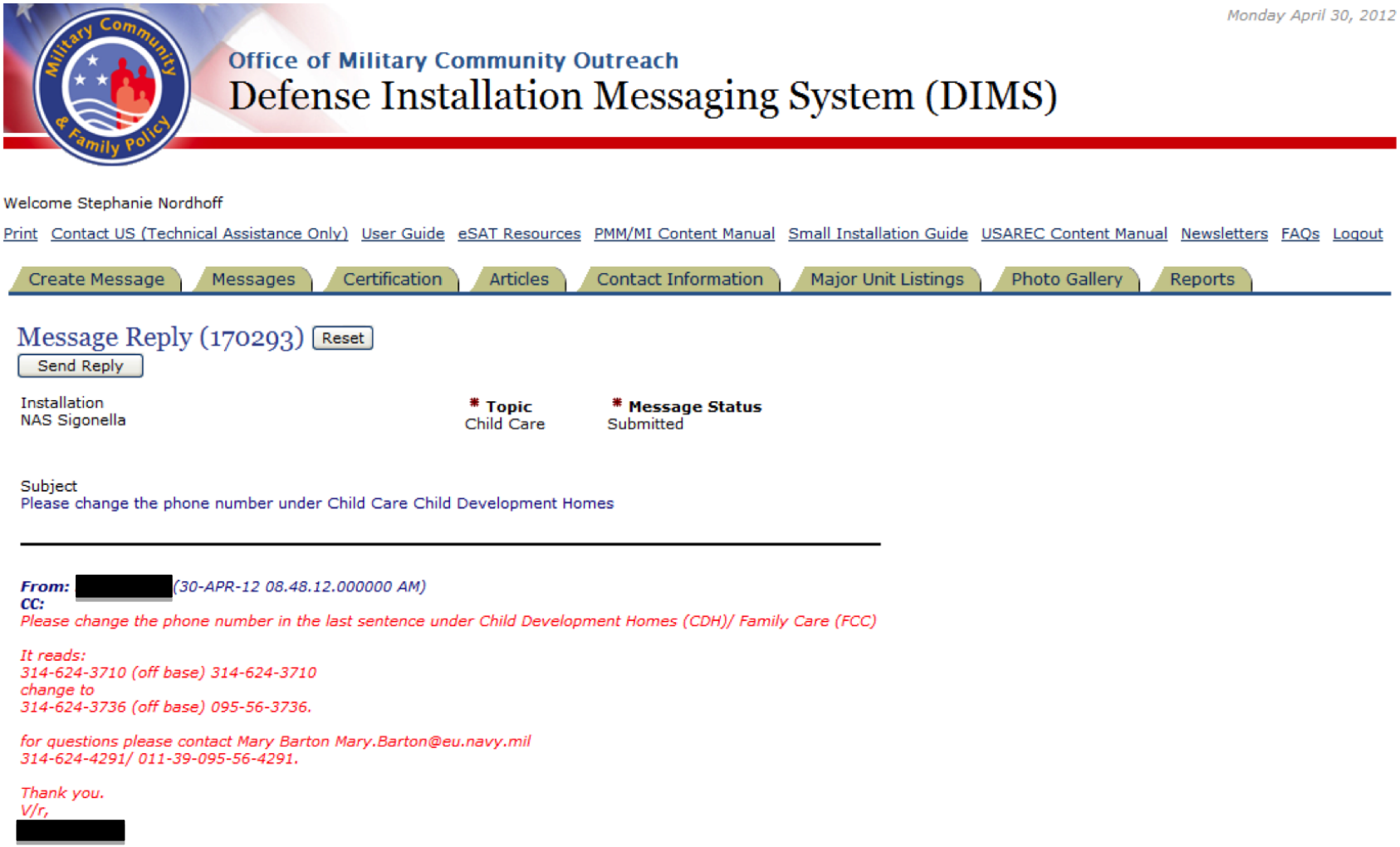
Status Messages from DIMS

- Request for clarification/additional information
- Closed messages
- Edits completed – please review

Request for Additional Information/Clarification

- Email notification
- Hyperlink to DIMS message strand
- Link goes to the Message Reply form
- Sequence of messages that apply to request

Message Example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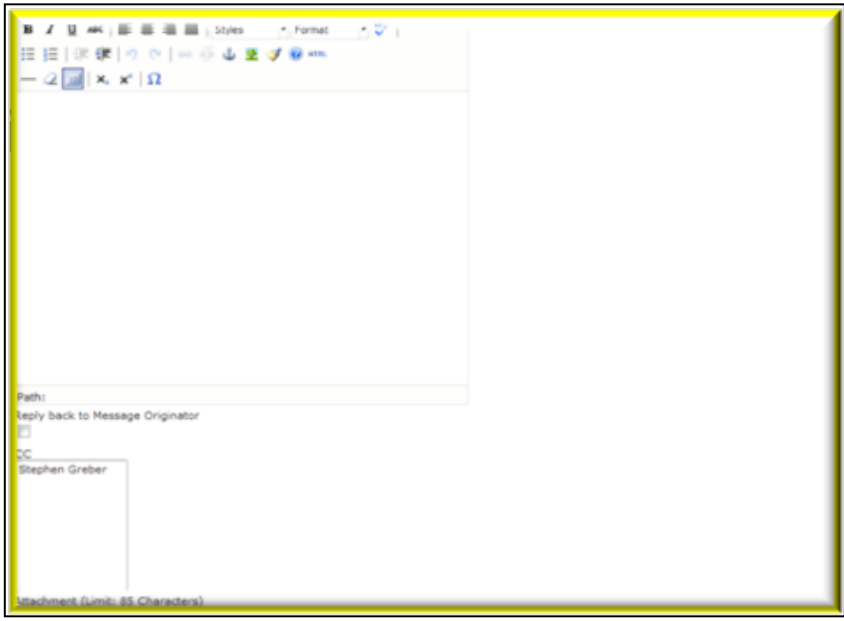
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
Message Reply (170293) Reset
Send Reply
Installation
NAS Sigonella
* Topic
Child Care
* Message Status
Submitted
Subject
Please change the phone number under Child Care Child Development Homes
From: [redacted] (30-APR-12 08.48.12.000000 AM)
CC:
Please change the phone number in the last sentence under Child Development Homes (CDH)/ Family Care (FCC)
It reads:
314-624-3710 (off base) 314-624-3710
change to
314-624-3736 (off base) 095-56-3736.
for questions please contact Mary Barton Mary.Barton@eu.navy.mil
314-624-4291/ 011-39-095-56-4291.
Thank you.
V/r,
[redacted]

Message Reply Guidelines

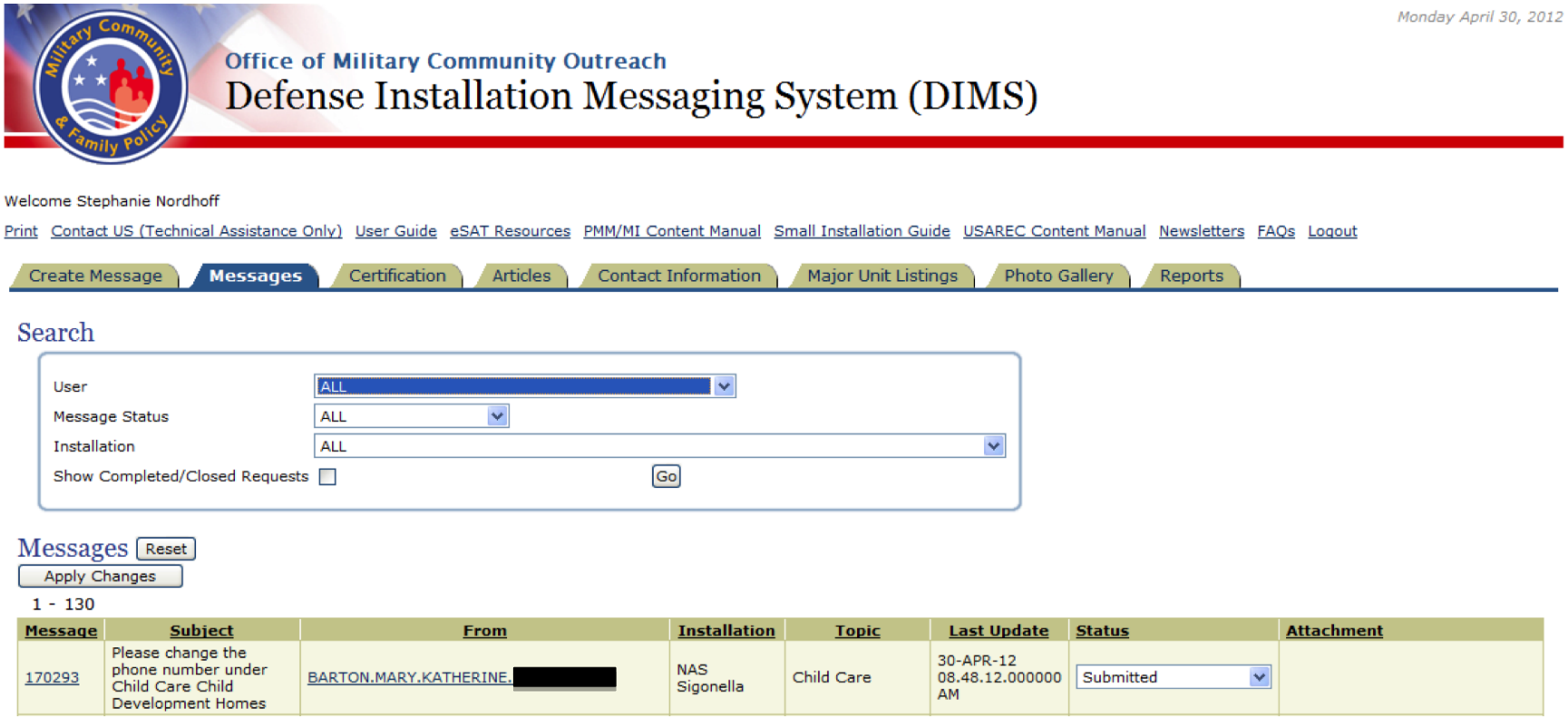
- Add comments, answer questions, or explain or clarify your request in the “Reply” area
- Scroll down the page until you see the “Reply” area
- Add your message and any attachments
- Select “Send Reply” to send your message
- You will *not* get a return receipt
- You will only receive a message there is a need for additional clarification and/or when the work is completed



Completed Messages

- Completed status email
- Editorial team goal
- Live edits
- Review
- Corrections

Accessing DIMS Message List


Monday April 30, 2012
Office of Military Community Outreach
Defense Installation Messaging System (DIMS)
Welcome Stephanie Nordhoff
Print Contact US (Technical Assistance Only) User Guide eSAT Resources PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs Logout
Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports
Search
User ALL
Message Status ALL
Installation ALL
Show Completed/Closed Requests
Go
Messages Reset
Apply Changes
1 - 130
Message Subject From Installation Topic Last Update Status Attachment
170293 Please change the phone number under Child Care Child Development Homes BARTON.MARY.KATHERINE. [redacted] NAS Sigonella Child Care 30-APR-12 08.48.12.000000 AM Submitted

Questions?

Thank you for joining us today.

For more information, log on to www.MilitaryOneSource.mil or call 1-800-342-9647.